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

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: ICNEV Paryer Room

Property's Address: 12125 East Via Linda Road, Scottsdale, Arizona 85250

Property's Current Zoning District Designation: R1-43

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: Islamic Center of the Northwest Valley	**Agent/Applicant:** David II Kenyon
Company: Nisar Amad EAST	**Company:** Kenyon Architectural Group
Address: 12125 E. Via Linda Road, Scottsdale, AZ 85250	**Address:** 115 Campo Desierto road, Tempe, AZ 85281
Phone: 602-763-7560 **Fax:** none	**Phone:** 480-685-8602 **Fax:** none
E-mail: Ahmad Nisar <abssladder@msn.com>	**E-mail:** dlkenyonarchitect@gmail.com
Designer: David II Kenyon	**Engineer:** none assigned
Company: Kenyon Architectural Group	**Company:**
Address: 115 East Campo Desierto Road	**Address:**
Phone: 480-695-8602 **Fax:** none	**Phone:** **Fax:**
E-mail: dlkenyonarchitect@gmail.com	**E-mail:**

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.

Nisar u. Ahmad
Owner Signature

David II Kenyon
Agent/Applicant Signature

Official Use Only Submittal Date: Development Application No.:

3 ✓ (1)

67-DR-2001#3
8/23/2013

CITY OF SCOTTSDALE

Request To Submit Concurrent Development Applications

Acknowledgment and Agreement

The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types
Please check the appropriate box of the types of applications that you are requesting to submit concurrently

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	☐

Owner: NISAR AMAD

Company: ISLAMIC CENTER OF THE NORTHEAST VALLEY

Address: 12125 E. VIA LINDA ROAD, SCOTTSDALE, AZ 85250

Phone: 602-763-7560 **Fax:** —

E-mail: ADMAD NISAR<abss/adder@msn.com

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to an another development application; and 5) that upon completion of the City review(s) of the development applications, one or of the development application may not be approved.

Property owner (Print Name): NISAR AMAD/FOR DAVID KENYON Title: HEAD BUILDING COM./AGENT

[signature] Date: 5.30.13

Signature

Official Use Only: **Submittal Date:**

Request: ☐ Approved or ☐ Denied

Staff Name (Print):

Staff Signature: **Date:**

67-DR-2001#3
8/23/2013

(4)

PROJECT NARRATIVE

Islamic Center of the East Valley
12125 East Via Linda
Scottsdale, Arizona

Parcel Number: 217-39-118

5 August 2013

The **Purpose of this application** is to ask for the re-approval of an old design review request (67-DR-2001). We are looking to complete the last phase for the Prayer Room at the Islamic Center. The project will be built on an existing pad where all grading and utilities are available. The Owners are not making any major changes from the original approved project beyond meeting new City requirements and lowering the project's height.

The Site is currently zoned R1-43 with the project classified as Place of Worship.

This request will require no changes to the existing site. There will be no traffic impacts, as the new prayer room will replace the existing call to pray area currently conducted in the multi-use room. The Structure will match the existing structure in Style, Materials and Colors. Site circulation and parking remain the same. The project will have no new impacts to the neighbors.

The project makes no changes to pedestrian or vehicle flow or access. All existing open spaces, NAOS areas landscaping remain the same. No disturbance to the public right of way will be needed for the build-out.

Project Exterior Site Lighting:

There is no new site lighting attached to this project. The only exterior lighting for this project is the code required exit lights at the main entry, elevator and two exit doors. The wall down lights are located 7'-6" high at

67-DR-2001#3
8/23/2013

the interior of the property and are not seen from the street or public side of the building. The wall lights match existing project wall lights on the other built structures. The lights have a metal shield cover and lighting is full down light type and makes only 2.5-foot candles for a minimum ground spread not reaching more than 10 feet from the building face.

Sensitive to design concept plan and guidelines:

The building design attempts to be ***sensitive to the overall existing area context*** by completing the original designed prayer room following the old approved project style that will fill out the missing project site hole.

The addition will be ***sensitive to the existing landscape*** by maintaining NAOS areas that is now fully grown out between the built project and the public view. The existing NAOS used as a natural landscape buffer was placed between the building and the public street. The Owners will continue to maintain and upgrade the landscape areas.

The project has a ***logical massing hierarchy*** and ***use of natural existing topography.*** The massing of the project is be reduced by dropping the building approximately 7'-0" to 9'-0" below natural grade ~ some 3 feet lower than the old approved structure. The larger mass portions of the structure will be placed in to the private interior part of the site.

The project is ***sensitive to the desert design principles*** using limited amounts of glass, high-energy walls, desert colors as approved in the past and a weathered copper dome. The interior high wall will become a green wall, covered by planting on a fine metal wire landscape trellis.

The project will continue to ***offer more safe bicycle parking*** and offer riders a changing room and a place to shower.

No added ***signage*** will be part of this addition.

Lighting is limited to only the required exit lights at the site interior. The project will continue to have its heavy natural landscape between the public and the project.

No major changes have been made over the past-approved project except to lower the height of the building.

There are no unusual new project characteristics that were not taken into account at public hearings and consideration in the past approvals.

In closing, the project should have no real impact on neighboring properties as this final phase was taken into account in the past design review. Existing site features will be sufficient to handle the addition.

City of Scottsdale Cash Transmittal

94109
1 00590362
08/23/13 PLN-1STOF
DHOL HPDC600524
8/23/2013 1:15 PM
$1,515.00

94109

Received From :
ICNEV
12125 E VIA LINDA
SCOTTSDALE, AZ 85259

Bill To :
ICNEV
12125 E VIA LINDA
SCOTTSDALE, AZ 85259

Reference #	288-PA-2013			**Issued Date**	8/23/2013
Address	12125 E VIA LINDA			**Paid Date**	8/23/2013
Subdivision	PROPERTY ASSEMBLAGE			**Payment Type**	CHECK
Marketing Name		**Lot Number**	1	**Cost Center**	
MCR	672-16	**County**	No	**Metes/Bounds**	No
APN	217-39-118	**Gross Lot Area**	0	**Water Zone**	
Owner Information		**NAOS Lot Area**	0	**Water Type**	
ISLAMIC CENTER OF NORTH/EAST VALLEY 12125 E VIA LINDA SCOTTSDALE, AZ 85259 620-763-7560		**Net Lot Area**		**Sewer Type**	
		Number of Units	1	**Meter Size**	
		Density		**QS**	29-57

Code	Description	Additional	Qty	Amount	Account Number
3165	DEVELOP REVIEW APPLICATION		1	$1,515.00	100-21300-44221

67-DR-2001#3
8/23/2013

SIGNED BY DAVID KENYON ON 8/23/2013

Total Amount $1,515.00

(When a credit card is used as payment I agree to pay the above total amount according to the Card Issuer Agreement.)

TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 94109

Submittal Date: _____ Project No.: 288 -PA- 2013

Development Review

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, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; 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 12 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. **Development Review Application Checklist** (this list)
☑	☐	2. **Application Fee** $ 1,515 (subject to change every July)
☑	☐	3. **Completed Development Application Form** (form provided) • 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.
☐	☐	4. **Request to Submit Concurrent Development Applications** (form provided)
☑	☐	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. (form provided)
☑	☐	**7. Appeals of Required Dedications or Exactions** (form provided)
☑	☐	**8. 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.
☑	☐	**9. Legal Description:** (if not provided in Commitment for Title Insurance) • 8-1/2" x 11" – 2 copies
☑	☐	**10. 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)
☑	☐	**11. Request for Site Visits and/or Inspections Form** (form provided)
		12. Addressing Requirements and Addressing Request Application (forms provided)
		13. Design Guidelines ☒ **Sensitive Design Program** (information provided) ☒ **MAG Supplements** ☒ **Design Standards and Policies Manual** ☐ **Office Design Guidelines** ☐ **Commercial Retail** ☐ **Restaurants** ☐ **Gas Station & Convenience Stores** ☐ **Lighting Design Guidelines** ☐ **Environmentally Sensitive Land Ordinance** ☐ **Shading** ☐ **Downtown Urban Design and Architectural Guidelines** ☐ **Desert Parks Golf Course** • The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design
☑	☐	**14. 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.
		15. Request for Neighborhood Group Contact information (form provided)
☑	☐	**16. Photo Exhibit of Existing Conditions: 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), he/she will request these items, and they are to be submitted by the date indicated in the request.

N/A	☐	**17. Archaeological Resources** (information sheets provided) ☐ Certificate of No Effect / Approval Application (form provided) ☐ Archaeology Survey and Report - 3 copies ☐ Archaeology 'Records Check' Report Only - 3 copies ☐ Copies of Previous Archeological Research - 1 copy
N/A	☐	**18. Historic Property** ☐ Historic Property Certificate of No Effect Application (form provided) ☐ Historic Property Certificate of Appropriateness Application (form provided)
N/A	☐	**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) ☐ Airport Data Page ☐ Aviation Fuel Dispensing Installation Approval form ☐ Heliport (requires a Conditional Use Permit)
N/A	☐	**20. ESLO Wash Modifications Development Application** (application provided) • The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.

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.
		21. Plan & Report Requirements For Development Applications Checklist (form provided)
☑	☐	**22. Application Narrative** • 8 ½" x 11" – 4 copies` 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. 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.
☑	☐	**23. 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: _____

☑	☐	**24. Site Plan** • 24" x 36" – 12 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)
N/A	☐	**25. Site Details** (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) • 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)
N/A	☐	**26. Open Space Plan (Site Plan Worksheet)** (Example Provided) • 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)
N/A	☐	**27. Site Cross Sections** • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded
N/A	☐	**28. 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 (Text and drawing shall be black and white, and in the DWF format)
N/A	☐	**29. Topography and slope analysis plan** (ESL Areas) • 24" x 36" 1 – copy, folded
N/A	☐	**30. Phasing Plan** • 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)
N/A	☐	**31. Landscape Plan** • 24" x 36" – 2 copies, folded of black and white line drawings (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 (Text and drawing shall be black and white, and in the DWF format)

N/A	☐	**32. Hardscape Plan** • 24" x 36" – 2 copies, folded of black and white line drawings (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)
N/A	☐	**33. Transitions Plan** • 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)
☑	☐	**34. Parking Plan** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
N/A	☐	**35. 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
N/A	☐	**36. 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 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
N/A	☐	**37. Bikeways & Trails Plan** • 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)
☑	☐	**38. Elevations** • 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)

N/A	☐	**39. Elevations Worksheet(s)** Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. • 24" x 36" – 2 copies, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
N/A	☐	**40. Perspectives** • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
N/A	☐	**41. Streetscape Elevation(s)** • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
N/A	☐	**42. Wall Elevations and Details and/or Entry Feature Elevations and Details** • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
☑	☐	**43. Floor Plans** • 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)
N/A	☐	**44. Floor Plan Worksheet(s)** (Required for restaurants, bars or development containing there-of, and multi-family developments): • 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)
N/A	☐	**45. Roof Plan Worksheet(s)** • 24" x 36" – 1 copy, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
N/A	☐	**46. Sign Details** • 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)

☑	☐	**47. 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)
☑	☐	**48. Exterior Lighting Photometric Analysis** (policy provided) • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
☑	☐	**49. Manufacturer Cut Sheets of All Proposed Lighting** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
N/A	☐	**50. Cultural Improvement Program Plan** _____ Conceptual design of location • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) _____ Narrative explanation of the methodology to comply with the requirement/contribution.
☑	☐	**51. 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 copy (quality suitable for reproduction)
N/A	☐	**52. Master Thematic Architectural Character Plan** • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
N/A	☐	**53. Drainage Report** (information provided) 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
N/A	☐	**54. 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

N/A	☐	**55. 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
N/A	☐	**56. 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
N/A	☐	**57. 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
N/A	☐	**58. 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
N/A	☐	**59. Water Sampling Station** • Show location of sample stations on the site plan. • Fax 8 ½" x 11" copy of the site plan with sampling stations to the Water Quality Division. • Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
N/A	☐	**60. 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
N/A	☐	**61. 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)

N/A	☐	**62. Transportation Impact & Mitigation Analysis (TIMA)** (information provided) 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
N/A	☐	**63. Revegetation Site Plan, including Methodology and Techniques** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
N/A	☐	**64. Cuts and Fills Site Plan** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
N/A	☐	**65. Cuts and Fills Site Cross Sections** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
N/A	☐	**66. Environmental Features Map** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
N/A	☐	**67. Geotechnical Report** 8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
N/A	☐	**68. Unstable Slopes / Boulders Rolling Map** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
N/A	☐	**69. Bedrock & Soils Map** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)

	☐	**70. Conservation Area, Scenic Corridor, Vista Corridor Plan** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
	☐	**71. 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.
☑	☐	**72. Paint Color Drawdowns** • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
☑	☐	**73.** Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s) • The material sample board shall include the following: o A color elevation of one side of the building o 3" x 3" Glass samples mounted on the board with reflectivity identify o 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) o 2"x 2" of proposed paint colors o All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. • 11" x 17" – 1 copy, folded of a printed digital photo of the material board • 8 ½" x 11" – 1 copy of a printed digital photo of the material board
	☐	**74. Electronic Massing Model:** • 11" x 17" – 1 color copy, folded • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____ (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

	☐	**75. Electronic Detail Model:** • 11" x 17" – 1 color copy, folded • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____ (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

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.
☑	☐	**76. 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; 288 -PA- 2013.**
☑	☐	**77. Submit all items indicated on this checklist pursuant to the submittal requirements.**
☑	☐	**78. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon**
☑	☐	**79. 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.
☐	☐	**80. Other:** _____

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

Coordinator Name (print): DORIS MCCLAY **Phone Number:** 480-312-4214

Coordinator email: dmcclay@scottsdaleaz.gov **Date:** 5/10/13

Coordinator Signature: Doris McClay

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

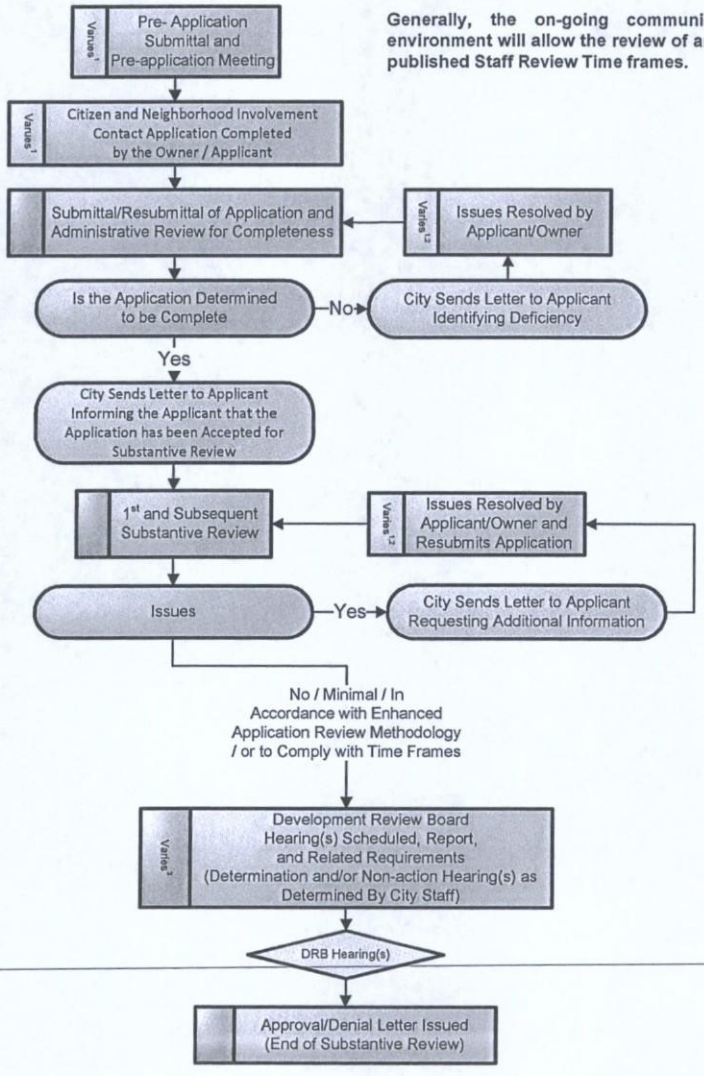
Development Review (DR)

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.



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[2,3,4]	Time Frames Vary[3]	Letter Issued

Planning, Neighborhood & Transportation Division
7447 E Indian School Road, Suite 105, Scottsdale, AZ 84251 • Phone: 480-312-7000 • Fax: 480-312-7088

Development Applications Process

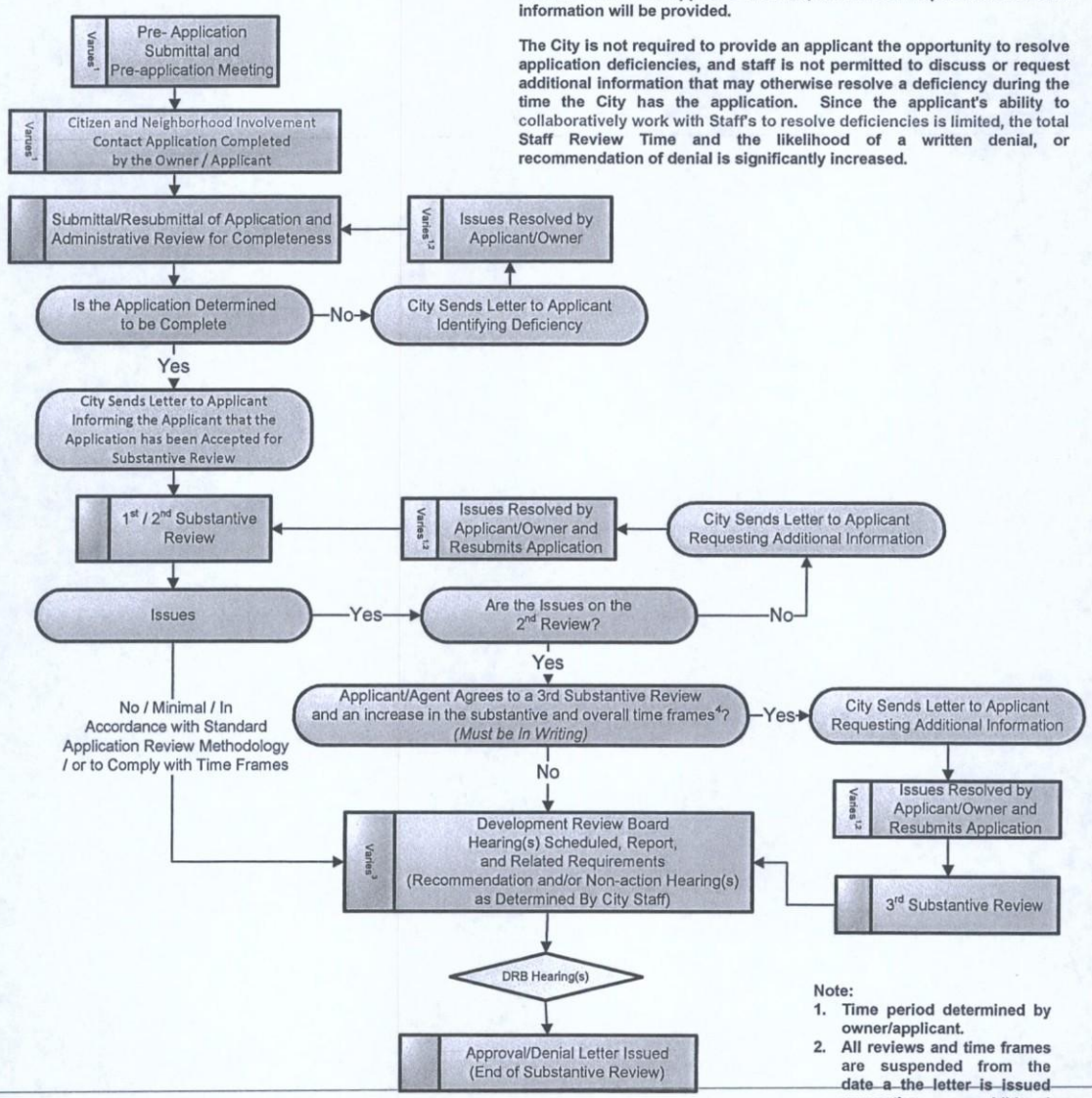
Standard Application Review

Development Review (DR)

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.



Note:

1. **Time period determined by owner/applicant.**
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3. **The substantive review, and the overall time frame time is suspended during the public hearing processes.**
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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[3]	Letter Issued

Planning, Neighborhood & Transportation Division
7447 E Indian School Road, Suite 105, Scottsdale, AZ 84251 • Phone: 480-312-7000 • Fax: 480-312-7088

Request for Site Visits and/or Inspections

Development Application (Case Submittals)

This request concerns all property identified in the development application.

Pre-application No: 288 - PA - 2013

Project Name: ISLAMIC CENTER OF THE NORTHEAST VALLEY

Project Address: 12125 EAST VIA LINDA Rd, SCOTTSDALE, ARIZONA

STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.

2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.

2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owners agent: DAVID KENYON

Print Name

Signature

City Use Only:	
Submittal Date:	Case number:

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

(11) ✓