

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

# On-Track Academy

## Project Narrative

This is a request for an amendment to a Conditional Use Permit for a Private School in a portion of an existing 34,445 +/- sq. ft. building located at 16641 N 91<sup>st</sup> Street. The property is zoned I-1 PCD. On-Track Academy requests an expansion within the current leased property (an immediate addition of just under 6000 sq. ft., with plans to eventually occupy the entire building), as well as an increase in maximum number of students enrolled (from the current allowance of 70 students to 100 students for the next school year, with a long-term cap of 140 students).

On-Track Academy is a small, nurturing, and supportive learning environment for high-potential children with learning differences including dyslexia, ADHD, and those considered "twice exceptional" (gifted intelligence in addition to specific learning challenges). The academy not a therapeutic school, and does not serve children who have primarily behavioral or psychiatric needs. School hours:

Lower School: 8:30-3:15; Middle School: 8:45-3:30; High School: *varies*, generally between 9-3.

Because of the needs of our student population, not all of our students attend school full-time or during "normal" school hours. Additionally, we place vital importance on the family atmosphere of our school community and intend to remain a small private school in keeping with our mission and philosophy.

History at this Location and Potential Community Impacts: On-Track has occupied our current facility for over a year and a half. During that time, we have had no complaints regarding any activity in or around our building. We have had only a single complaint regarding the traffic flow in the area during after school hours. As a result, we have visited with several neighboring businesses to inquire about any possible complaints about our drop-off or pick-up procedures (none were expressed), and we have made frequent adjustments so that pick-up and drop-off does not interfere with the flow of traffic in the area. We continuously assess these policies, as well as others, to ensure that our academy does not adversely affect any other businesses in the area due to traffic (or any other) concerns. There are no plans for any changes to lighting, sound systems (or PA/bell systems), or the exterior of the building, eliminating any other potential impacts.



# Submittal Fee

Project Name: On-Track Tutoring Academy Pre-App#: 57-PA-~~2014~~ 2015  
Fee Type: Conditional Use Permit Fee Amount: \$ 1015.00  
Staff Name: F. Cookson Signature: [Signature] Phone: x 20540 Date: 3/5/15

## Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088



# City of Scottsdale Cash Transmittal

## # 100727

100727  
 00742607  
 03/05/15 PLN-1STOP  
 JOGAZ HPDC600524  
 3/5/2015 11:52 AM  
 \$615.00

**Received From :**

ON TRACK TUTORING  
 16641 N 91ST ST STE 101  
 SCOTTSDALE, AZ 85260  
 480-563-5588

**Bill To :**

ON TRACK TUTORING  
 16641 N 91ST ST STE 101  
 SCOTTSDALE, AZ 85260  
 480-563-5588

Reference # 57-PA-2015  
 Address 16641 N 91ST ST

Issued Date 3/5/2015  
 Paid Date 3/5/2015

**Subdivision**

Payment Type CHECK

**Marketing Name**

Lot Number 20

Cost Center

**MCR**

County No

Metes/Bounds No

APN 217-13-013A

Gross Lot Area 0

Water Zone

**Owner Information**

NAOS Lot Area 0

Water Type

WRIGHT BROTHERS INVESTMENTS II, LLC  
 16641 N 91ST ST STE 103  
 SCOTTSDALE, AZ 85258

Net Lot Area

Sewer Type

Number of Units 1

Meter Size

Density

QS 36-49

Code	Description	Additional	Qty	Amount	Account Number
3175	USE PERMIT APPLICATION		1	\$615.00	100-21300-44221

SIGNED BY SHERRY SCHWARTZ ON 3/5/2015

Total Amount

**\$615.00**

(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 # 100727**



# Development Application

### Development Application Type:

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

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: On-Track Tutoring & Academy CUP Amendment

Property's Address: 16641 N. 91st St., Suite 101, Scottsdale, AZ 85260

Property's Current Zoning District Designation:  
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: <u>Wright Brothers Investment LLC</u>	Agent/Applicant: <u>Shari Schwartz</u>
Company:	Company: <u>On-Track Tutoring &amp; Academy</u>
Address:	Address: <u>16641 N. 91st St., Scotts., AZ 85260</u>
Phone: _____ Fax: _____	Phone: <u>(480) 563-5588</u> Fax: <u>(480) 563-4112</u>
E-mail:	E-mail: <u>shari@ontracktutoring.com</u>
Designer:	Engineer:
Company:	Company:
Address:	Address:
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail:	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<sup>1</sup> 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.

[Signature] \_\_\_\_\_  
Owner Signature

[Signature] \_\_\_\_\_  
Agent/Applicant Signature

Official Use Only      Submittal Date: \_\_\_\_\_      Development Application No.: 57-PA-2014

To Bell Road ▲

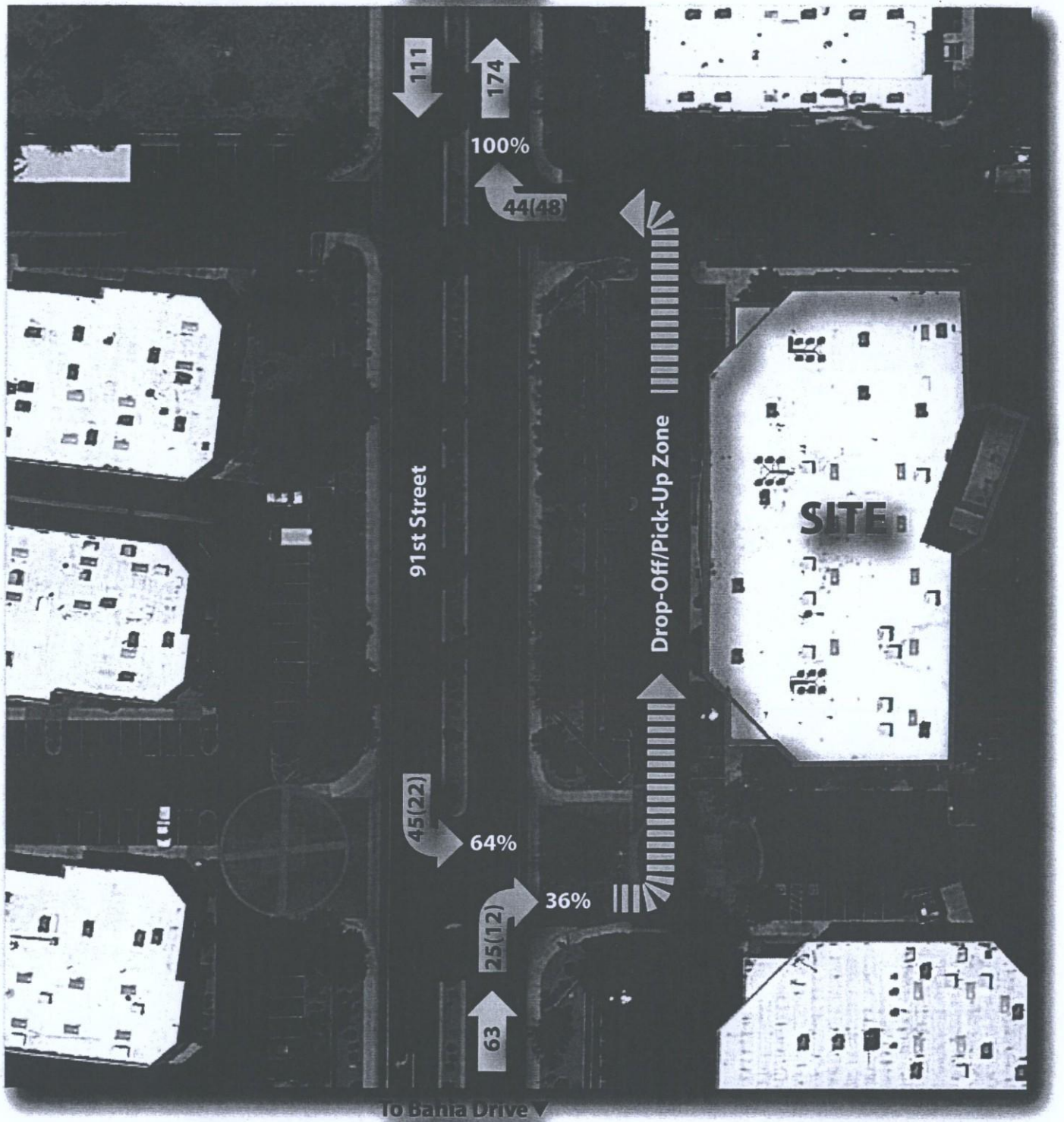


Exhibit A

LEGEND  
 XXXXXX - AM(PM) Peak Hour Traffic Volumes  
 XX - Average Daily Traffic (ADT)  
 XX% - Percentage Trip Distribution



5-UP-2013 #2  
 3/6/2015



# Project Narrative

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

Date: submitted 3/5/15 Project No: 57-PA-2015  
 Coordinator: Doris McClay Case No:     -    -      
 Project Name: On-Track Tutoring & Academy CUP Revision/Amendment

Project Location: 16641 N. 91st St. suite 101, Scottsdale, Az 85260

### Property Details:

Single-Family Residential     Multi-Family Residential     Commercial     Industrial

Current Zoning: I-7 PCD Proposed Zoning:       
 Number of Buildings: 1 Parcel Size: 74,723 +/- sq. ft.  
 Gross Floor Area/Total Units: 34,445 +/- sq. ft. Floor Area Ration/Density: 29,000 +/- to 34,445 +/- sq. ft.  
 Parking Required: up to 52 spaces Parking Provided: 84 spaces  
 Setbacks: N -      E -      S -      W -     

### Description or Request:

*please see attached.*

**5-UP-2013 #2**  
**3/6/2015**

## Planning, Neighborhood & Transportation Division

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Submittal Date: \_\_\_\_\_

Project No.:

57 -PA- 2014



**Conditional Use Permit**

**Development Application Checklist**

5-UP-2013#2

**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 checked="" type="checkbox"/>	1. Conditional Use Permit Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>615</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul> 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 checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)

**5-UP-2013 #2**  
**3/6/2015**

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## Conditional Use Permit Application Checklist

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

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## Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>19. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> </ul>
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### 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.
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		<b>20. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>21. Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>• 24" x 36" –1 copy, folded (The ALTA Survey shall not be more than 30 days old)</li> </ul>
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>22. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> <li>a. The application narrative shall include:                             <ul style="list-style-type: none"> <li>• A one paragraph explanation of the request. This shall be no greater than a half page.</li> <li>• Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response.</li> <li>• Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response.                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Bar</li> <li><input type="checkbox"/> Live Entertainment</li> <li><input type="checkbox"/> Other</li> </ul> </li> </ul> </li> <li>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.</li> </ul>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>23. Security, Maintenance &amp; Operations Plan (For Bars and Live Entertainment)</b> (form provided) <ul style="list-style-type: none"> <li>• The Security, Maintenance &amp; 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.</li> </ul>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>24. Operations Plan</b> (form provided)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>25. Context Aerial with the proposed site improvements superimposed</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 color copies, folded</li> <li>• 11" x 17" – 1 color copy</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <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><b>26. Site Plan</b> <span style="float: right; margin-right: 20px;">5</span></p> <ul style="list-style-type: none"> <li>• 24" x 36" – <del>11</del> copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copies (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>27. Open Space Plan (Site Plan Worksheet)</b> (sample provided)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>28. Natural Area Open Space Plan</b> (ESL Areas)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>29. Topography and slope analysis plan</b> (ESL Areas)</p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>30. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>31. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>32. Parking Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>33. Parking Master Plan</b></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"> <li>• 8-1/2" x 11" - 2 copies</li> </ul>

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## Conditional Use Permit Application Checklist

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

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## Conditional Use Permit Application Checkiist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>41. Drainage Report</b> (information provided)</p> <p>See the City's <u>Design Standards &amp; 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"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>42. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; 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"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>43. Basis of Design Report for Water and Wastewater</b></p> <p>See the City's <u>Design Standards &amp; 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"> <li>• 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>44. Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; 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"> <li>• 8-1/2" x 11" - 2 copies of the Basis of Design Report for Wastewater including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>45. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (information provided)</p> <p>Please review the City's Design Standards &amp; 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"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 1 Study – Bar &amp; Live Entertainment</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> </ul> <p style="text-align: right; margin-right: 50px;"><i>UPDATE EXISTING TRIP GENERATION REPORT</i></p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis</li> </ul>

### Planning, Neighborhood & Transportation Division

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## Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>46. Native Plant Submittal</b> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded.</li> <li>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</li> <li>• See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>47. Other Plans and Report Requirements</b> <ul style="list-style-type: none"> <li>• Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc)</li> <li>• 24" x 36" 1 – copy, folded. (Plans and graphics)</li> <li>• 8-1/2" x 11" - 3 copies of any report</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>48. Other:</b> <hr/> <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"/>	<b>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; <u>57-PA-2015.</u></b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>50. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>51. Delayed Submittal.</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>52. Other:</b> <u>AVIGATION BASEMENT (MAY BE SUBMITTED AFTER CASE SUBMITTAL)</u> <hr/> <hr/>

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# Conditional Use Permit Application Checklist



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

Coordinator Name (print): Dorek McCarty Phone Number: 480-312-4214

Coordinator email: dmcclay@scottsdaleaz.gov Date: 1/27/15

Coordinator Signature: *Dorek McCarty*

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

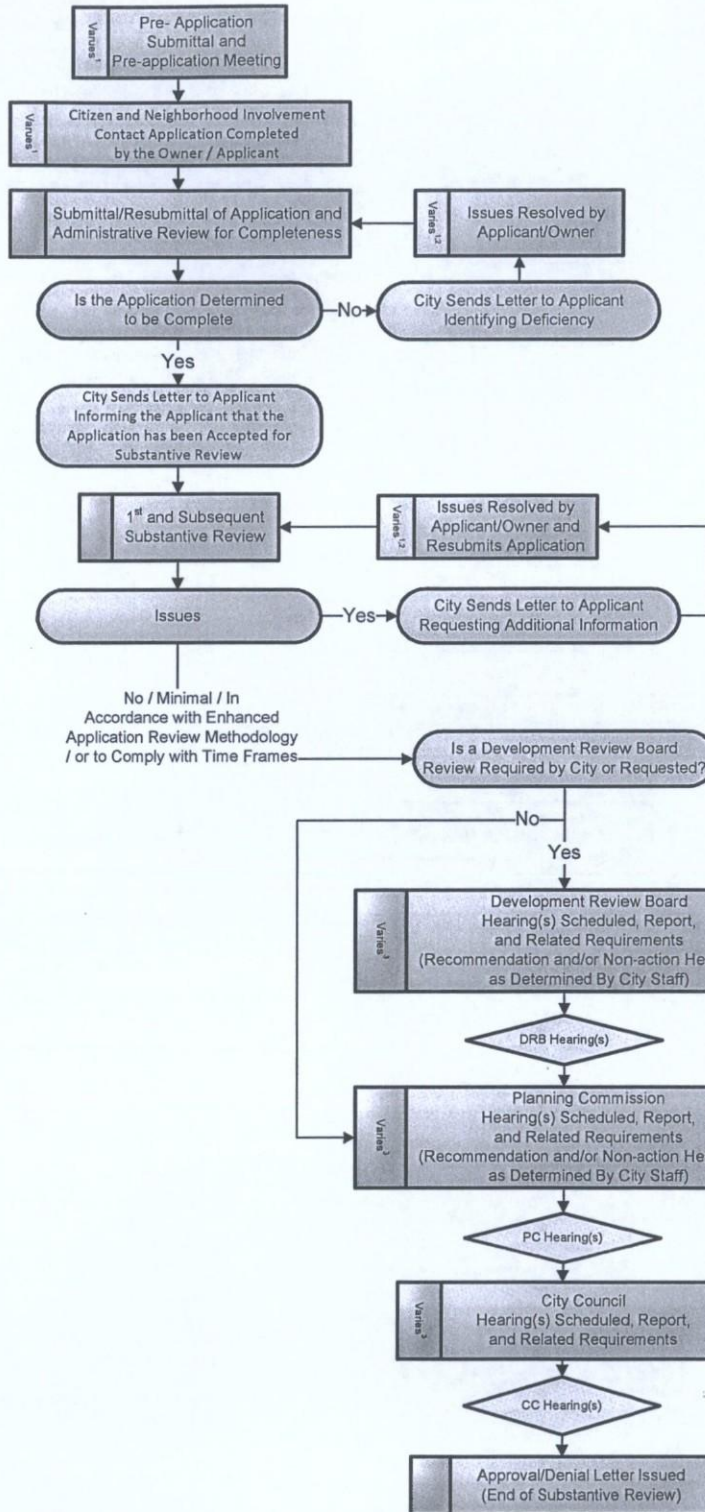
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# Development Applications Process

## 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 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 <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	

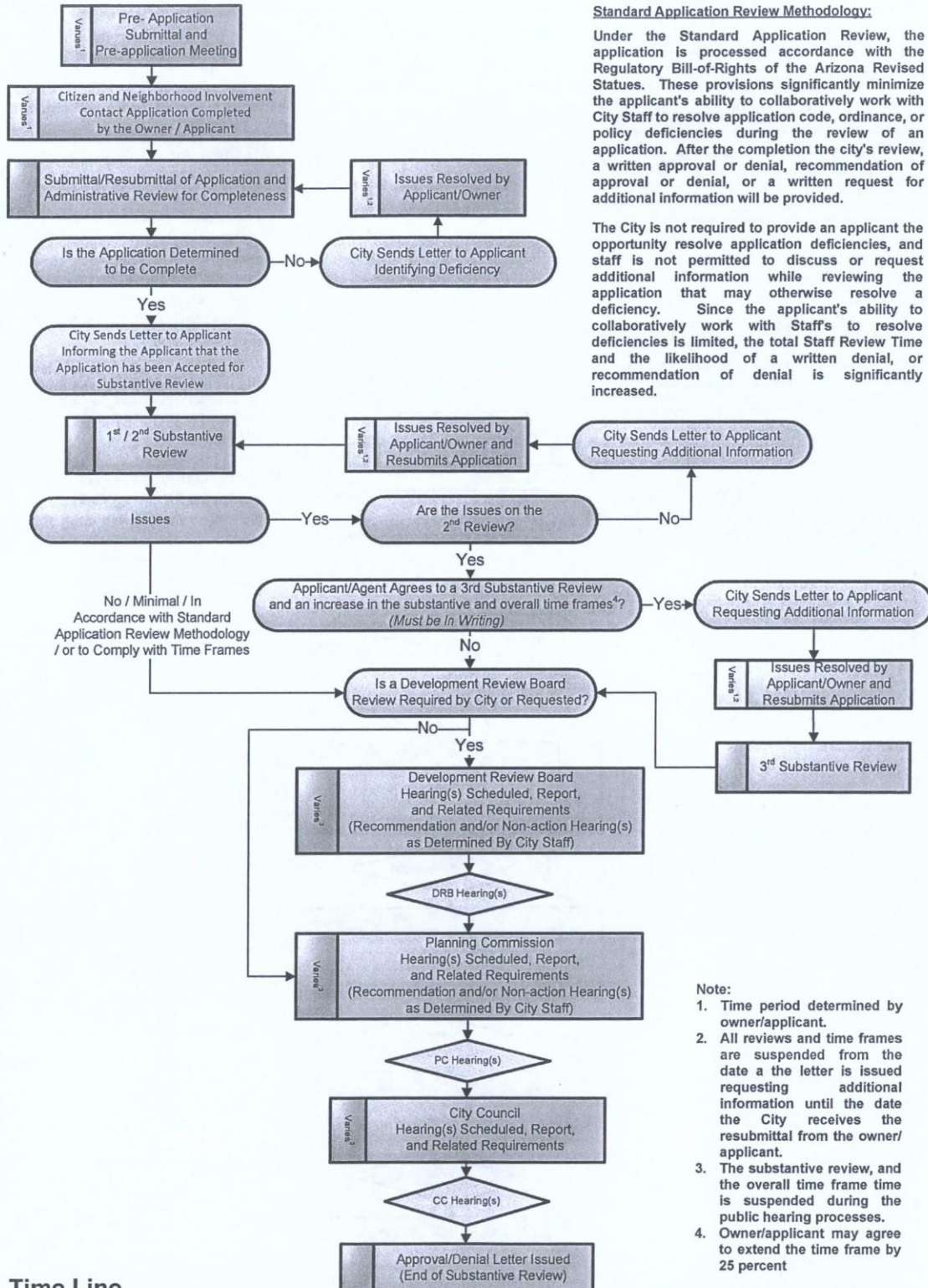
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# Development Applications Process

## 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 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 Staffs 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

**Time Line**

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup>	Public Hearing Process Time Frames Vary <sup>3</sup>	Approval/Denial Letter Issued
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