

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



Request for Site Visits and/or Inspections Development Application (Case Submittals)

This request concerns all property identified in the development application.

Pre-application No: 467 - PA - 2015

Project Name: THE HOLIDAY

Project Address: 6637 E. MONTEREY WAY, SCOTTSDALE, AZ 85251

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:

NICHOLAS MANCUSI

Print Name

[Signature]

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



Current Planning Services
Long Range Planning Services

NOTICE OF INSPECTION RIGHTS
A.R.S. § 9-833

You have the right to:

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
 - Receive copies of any documents taken during the inspection.
 - Receive a split of any samples taken during the inspection.
 - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

You are hereby notified and informed of the following:

- The inspection is conducted pursuant to the authority of A.R.S § 9-462.05. and/or Scottsdale Revised Code, Appendix B, Article I. Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I. Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, _____ <
at the following number _____ <

Signature: _____ Date: _____

Printed Name: _____

☐ Check box if signature refused

Copy of Bill of Rights left at: _____

- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
1. Committed intentionally.
 2. Not correctable within a reasonable period of time as determined by the municipality.
 3. Evidence of a pattern of noncompliance.
 4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
 2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
 3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
 2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
1. Shall not be used to exclude evidence in a criminal proceeding.
 2. Does not apply to a municipal inspection that is requested by the regulated person.

Project Narrative

The **Holiday**
6637 E Monterey Way, Scottsdale, Arizona 85251

The following narrative describes how the proposed development at 6637 E. Monterey Way meets the Scottsdale Development Review Boards Criteria as well as the City of Scottsdale's mission of improving the property in a way that protects the public's health, safety, and welfare, and achieves lasting value and quality of life.

Specifically this narrative will:

- 1) Describe how the proposed development is consistent with the Character and Design Chapter of the Scottsdale General Plan, the Zoning Ordinance, any pertinent master plan, scenic corridor guideline, or streetscape guideline.
- 2) Explain how the proposed development will contribute to the general health, welfare, safety and convenience of persons residing or working in the vicinity.
- 3) Describe the spatial relationship what will exist between nearby structures and the proposed development, as well as open spaces, and topography, both within the project site and in the surrounding context.
- 4) Explain how the site layout will promote safety and convenience relative to ingress, egress, internal circulation for pedestrians and vehicles, parking areas, loading and service areas.
- 5) Describe how the architectural characteristics of the proposed development relate to character elements and design features of the structures that are within the surrounding context.
- 6) Describe how the design features and details of the proposed development have been utilized to screen all mechanical equipment, appurtenances and utilities.
- 7) Describe how the proposed development is consistent with the Sensitive Design Principles, pertinent Architectural Design Guidelines and other design guidelines.

1. The proposed development is consistent with the Scottsdale General Plans Character and Design Chapter by providing a unique, desert appropriate, modern owner occupied four-unit apartment building designed to the highest quality standards and aesthetic composition. The building's small scale and unique modern character will enhance the surrounding neighborhood while the lush desert landscaping will provide residents with shade and comfort as well as aesthetic beauty contributing to Scottsdale's reputation as the "Jewel of the Valley". Modern design excellence and craftsmanship in the construction of this building will provide each resident with an attractive, durable and environmentally sustainable living unit. A shared courtyard and walkway contribute to community space containing purposeful lush desert landscaping for shading, comfort and privacy. Our proposed building maintains a low parapet roofline and utilizes materials that are consistent with the neighborhood and appropriate for the Sonoran desert climate including; stucco, concrete block, glass and steel. We will also incorporate dark sky sensitive lighting that minimizes glare and light intrusion into the neighborhood but also provides the necessary illumination for pedestrian access and safety. Overall this thoughtful, small, owner occupied building has been designed with the highest standards and responsiveness to the City of Scottsdale's General Plan.

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9/29/15

2. The general health, welfare, safety and convenience of persons residing or working in the vicinity are of upmost importance in our proposed development. The proposed design is a modern interpretation of the low-rise, garden style, four-unit apartment that offers improved environmental efficiency, healthier living spaces for residents because of conscious material choices and sustainable design methods. The location we selected when purchasing the property on East Monterey Way has great access to public transportation, adjacency to community parks and recreation facilities, as well as employment areas for residents, all of which will contribute to a fulfilled, and healthy lifestyle. By developing this empty lot, it will not only bring new neighbors into the community to enhance diversity but also add economic benefits with an increased neighborhood value. Our building will be an aesthetically pleasing and thoughtfully landscaped addition to the community making the site more beautiful and safer for residents and neighbors. Our proposed living units of one and two bedrooms are modest in size but offer great amenities with modern, efficient appliances, access to natural light and ventilation, and seamless integration with the natural environment where the sense of indoor and outdoor boundaries blur. This sustainable, modern, efficient, building will provide both environmental and economic benefits and will be built to comply to code as a safe, shaded, comfortable structure.

3. The lot on which we propose our building is a modest, flat infill lot of roughly .25 acres, located in the Holiday Park development of Scottsdale. The surrounding topography is also flat with a mixture of low roofed apartment dwellings. Taking into consideration the neighboring properties in this Mid-Century Modern neighborhood, we are proposing a one-story building with a U-shaped roof structure that houses a carport, storage, and four residential units, one of which will be owner occupied. Each of the four units looks into a central, lush, native desert landscaped courtyard. With this purposeful design we were able to maximize open space and allow for community areas enhanced with dense desert vegetation. Careful consideration of neighboring structures was noted when designing the building, detailing the landscaping and proposed site elements. Our proposed site development utilizes concrete block walls, both low opaque, and taller boundary screened that are consistent with the neighboring structures existing walls. These site walls were designed to give residents and neighbors a sense of privacy but at the same time provide a friendly, open feel. To the South of the property is an alley where we have located carport parking for six vehicles and a similar screen block wall to provide privacy from the cars and alleys while at the same time allowing daylight and visibility for safety into the courtyard. We have consciously kept the overall building height of the project not exceed 11 feet, remaining below neighboring rooflines to continue to allow various undisturbed views as well as to fit into the surrounding context of the neighborhoods one story, low roofed buildings as required by relic, CC&R's. This low height, combined with lush native desert landscaping in community areas, will make our building seamlessly fit within the neighborhood with little impact on views while improving the streetscape and enhancing the neighborhood's quality of life.

4. Being an owner occupied, four-unit apartment building, we designed a central courtyard that acts as the main egress and ingress for the pedestrian circulation. This element allows seamless transition from the street through the property to each unit and its respective private patio area, to community space, bicycle parking, and through to the rear covered alley parking, and alley access. The proposed pathway in this courtyard will be an ample five feet in width and made of poured

concrete so that pedestrians and persons with limited mobility will have easy, safe access through to the entire length of the property. The walkway will be shaded with native desert plantings and architectural elements (a steel roof trellis structure) to shade the sun and provide depth and character as the daylight shifts through the day. The generous five foot wide walkway will also accommodate any service/repair, or emergency person that may need access the building. The site utilizes visual sensitive block walls and lush vegetation to create a sense of privacy from the street and individual units while allowing unfettered circulation thorough the property. Residents will have easy daily access from the carport to their units as well as guests entering from the street to the courtyard. We will incorporate dark sky sensitive lighting methods, which will provide adequate lighting for safe passage for ingress and egress while also providing an intimate charm to enhance the quality of the space. As a secondary means of egress, residents can exit the building through egress windows located in the bedrooms of each unit. We have made sure to leave over a three-foot wide access along each side of the building for this means of emergency egress. As the site is a small residential lot of roughly 10,000 SF, dedicated vehicle access will be kept to the alley towards the South and under the carport roof.

5. As famed architects have noted, including the Valleys own Frank Lloyd Wright and Alfred Neuman Beadle, Architecture should always be in constant dialogue with not only the surrounding built environment, but within the greater community for which it exists. Our building embraces the modern principles that have defined the unique architecture of Scottsdale and the surrounding Phoenix metropolitan area. The simplified forms, blurred lines between interior and exterior space, modest height, and modern desert building materials of stucco, steel, concrete block, and low-e glass, of our proposed building will compliment and add to the diversity of this unique, Mid-Century Modern multifamily neighborhood. The surrounding neighborhood buildings are a mixture of 1960's style apartments, built of a variety of materials, including wood, concrete block, and stucco. While our building will be utilizing modern materials of the day for environmental efficiency, sustainability, and durability we have taken into consideration these neighborhood elements that make it unique and kept our materials pallet simple yet tastefully detailed to contribute to the neighborhoods Mid-Century Modern character. For these reasons we have also kept our building height low (10 Feet 6 inches from finish floor) to fit in with the surrounding buildings and context. We have selected stucco as our main building material to provide a consistent texture that blends well with the desert and selected an arid climate sensitive color to not only provide responsible design environmental benefits, like reducing the impact on the heat island effect and reducing energy consumption, but also to add to the neighborhoods diverse color pallet. Everything we have selected, from the proposed color pallet, building systems, materials, native plant vegetation, and design techniques have been consciously chosen to produce a building that will be the ultimate in environmental sensitive design for desert living, maintain our reputation of international award winning work, and contribute to the unique character that is the Holiday Park neighborhood.

6. The mechanical equipment and utilities for each unit of the proposed building consist of small mini split wall mounted air condensers, power service and meters, water meters, irrigation, and internet utilities. We have strategically placed these utilities only on the East and West sides of the building so that they would remain unseen and hidden from the street, alley and neighboring properties because of our proposed property line concrete block site walls, the buildings orientation, and dense vegetation.

7. Our project meets Scottsdale's Sensitive Design Principles as follows:

Principle Number One: Our proposed building will meet principle number one by enhancing and strengthening the design character of the area by being a new, modern, thoughtfully designed and detailed building. Our design for this low-height, modern, four-unit apartment building incorporates textured natural concrete block walls against a cotton color stucco building with a dark anodized bronze accent of steel in the windows and distinct trellis roof structure with a lush desert landscaped courtyard walkway. A yellow, art inspired pedestrian gate, as well as yellow carport columns and bicycle lock hooks and other distinctive qualities that are sensitive to the existing area will remain timeless as an artful addition to the community as it evolves.

Principle Number Two: We have taken great care to be sure to preserve all major vistas and protect the natural features of the site to meet principle number two. Our roofline is low to remain below the neighboring buildings adjacent rooflines. Our lush desert plant courtyard acts as the central circulation corridor, meant to also provide a vista to Camelback Mountain to the North when entering and exiting all of the units.

Principle Number Three and Four: Our lot is flat with no existing landscaping so we meet both principles number three and four by brining back rich, lush native vegetation to the site and not changing the natural grading aside from what is required by Civil Engineering.

Principle Number Five and Six: One of the main reasons for selecting this site was its proximity to public transportation, Downtown, bike lanes, the city park that is walking distance so that residence can enjoy civic amenities which also helps us to meet principle number five and six. Our low site walls to the front of the property will blend with those of our neighbors providing a consistent look and feel as the block wall is a hallmark of Holiday Park. We also have provided ample storage for bikes both within the units and bike parking in our community courtyard at the Northeast corner of the property that will allow residents the option to bike to work or for recreation.

Principle Number Seven: Pedestrians will find our site especially welcoming with the flat concrete walkway that runs from north to south, protected by our architectural trellis and lush desert foliage for shade. Here we provided a community courtyard space with bicycle parking, benches and a fire pit for resting and gathering, also for visual interest, human scale, and variety from the main massing of the building.

Principle Number Eight: The low block wall to the north entrance will provide the first visual mass to make the entrance to the property gradual. The buildings trellised roof structure protrudes from the main stucco building to also help the visual "entrance" drawing people into the lush central courtyard. The main massing of the building surrounds the central courtyard walkway and at the very end we have proposed a vibrant, artful yellow gate to additionally draw pedestrians into the space and provide visual interest along sight lines.

Principle Number Nine and Ten: Responding to the desert environment, our proposed central courtyard and walkway will be a cooling desert "oasis" with its shaded path and lush desert

vegetation. Also contributing to desert responsiveness, each unit is equipped with two floor-to-ceiling glass sliding doors that allow residents seamless indoor and outdoor space. Materials were selected in response to the arid desert climate, specifically stucco painted in a “cotton” tone as to be environmentally responsible and reduce the impact of the sun's rays so as not to contribute to the city's heat island effect and to reduce the economic impact of occupants while reducing energy consumption. Our building will utilize a variety of texture from the uniform stucco, to coarse block walls, to the smooth glass, and matte finish steel. The cotton color of the building will also provide a neutral backdrop for the lush desert vegetation providing a beautiful canvas for the natural desert greens, browns, gold's, and tan's to fall against while in concert with the desert's dance of shade and shadow. All windows will be low-e glass and be appropriately shaded if facing south, east, or west by vegetation. Also windows have been placed to allow opening for natural breeze and ventilation drawing through the natural cool courtyard.

Principal Eleven and Twelve: Our proposed design meets principle eleven by responding to the desert environment by utilizing a variety of mature landscaping of plants indigenous to the arid region. We have worked with a local landscape architect to carefully select natural, native desert plants that will enhance our building as well as the surrounding community and environment including: Mesquite, Palo Verde, Creosote, Brittle Bush, Agave, Ocotillo and more as detailed on the landscaping plans. The careful placement of these native desert plants will provide shade and shadow to all the units and compliment our building as well as the surrounding built environment. Water is of utmost importance to conserve in the desert, which is why we are proposing all native desert plants that adapted for the low water desert environment.

Principle Thirteen: The proposed development will be sensitive to design, shading and lighting as the lighting of the property will use dark sky sensitive techniques with minimal LED indirect lighting onto the interior courtyard patios, and community spaces to preserve our Sonoran skies while also creating an intimate charm throughout this small, owner occupied four-unit space.

Principle Fourteen: As this is a small, owner occupied building, there will be no signage on the building.

Overall our proposed environmentally responsible, modern, owner occupied four-unit apartment building will bring many benefits to the neighborhood of Holiday Park, raising not only property values but the community's experience, contributing to the City of Scottsdale as a great place to live.



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 checked="" 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 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: THE HOLIDAY

Property's Address: 6637 E. MONTEREY WAY, SCOTTSDALE, AZ 85251

Property's Current Zoning District Designation: R-5

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: NICHOLAS & ADA ROSE MANCUSI

Agent/Applicant: N/A

Company: MANCUSI DESIGN, LLC

Company:

Address: 6125 E INDIAN SCHOOL RD, #252

Address:

Phone: 603.401.1548 Fax: N/A

Phone: Fax:

E-mail: MANCUSIN@GMAIL.COM

E-mail:

Designer: NICK MANCUSI

Engineer:

Company: MANCUSI DESIGN, LLC

Company:

Address: PO Box 305, SCOTTSDALE 85252

Address:

Phone: SAME Fax: N/A

Phone: Fax:

E-mail: MANCUSIDESIGN@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 applications¹ 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.

Owner Signature

Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

35-DR-2015
7/27/2015

Planning, Neighborhood & Transportation

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 Phone: 480-312-7000 Fax: 480-312-7088

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



Development Application

Review Methodologies

Review Methodologies

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

1. Enhanced Application Review Methodology

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

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

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

2. Standard Application Review Methodology:

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

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

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

Note:

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

Planning, Neighborhood & Transportation

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



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.

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.

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. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>1,515</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"> • 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.
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

Planning and Development Services

35-DR-2015
7/27/2015

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – 2 copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <i>Gross + net lot area</i> <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements (form provided)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 13. Design Guidelines <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Downtown Urban Design and Architectural Guidelines • The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design </div> <div style="width: 35%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </div> </div>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> Provide one copy of the Neighborhood Notification Report Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.
		15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided) <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy of the set of prints See attached <u>Existing Conditions Photo Exhibit</u> 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.

Planning and Development Services Division

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of No Effect / Approval Application (form provided) <input type="checkbox"/> Archaeology Survey and Report - 3 copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies <input type="checkbox"/> Copies of Previous Archeological Research - 1 copy
<input type="checkbox"/>	<input type="checkbox"/>	18. 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) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit)
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) <ul style="list-style-type: none"> • 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.
		20. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> • 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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p><input checked="" type="checkbox"/> 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

Planning and Development Services Division

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Site Plan <ul style="list-style-type: none"> • 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25. Open Space Plan (Site Plan Worksheet) (Example Provided) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	26. Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	29. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30. Landscape Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be 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)

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<input type="checkbox"/>	<input type="checkbox"/>	31. Hardscape Plan <ul style="list-style-type: none"> 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	32. Transitions Plan <ul style="list-style-type: none"> 24" x 36" – 2 copies, folded 11" x 17" – 1 copy (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	33. Parking Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	34. Parking Master Plan 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. <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	36. Bikeways & Trails Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	37. Elevations <ul style="list-style-type: none"> 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – 2 color copies, folded 11" x 17" – 1 color copy, folded (quality suitable for reproduction) 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	38. Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	39. Perspectives <ul style="list-style-type: none"> • 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40. Streetscape Elevation(s) <ul style="list-style-type: none"> • 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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> • 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) <i>if proposed</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	42. Floor Plans <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" - 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	43. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" - 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	44. Roof Plan Worksheet(s) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	45. Sign Details <ul style="list-style-type: none"> • 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)

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	46. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	47. Exterior Lighting Photometric Analysis (policy provided) <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	48. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	49. Cultural Improvement Program Plan <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 color copies (quality suitable for reproduction) 1 – copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input type="checkbox"/>	<input type="checkbox"/>	50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	51. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	52. Drainage Report (information provided) <div style="float: right; text-align: right;"> <i>G+D PLAN (Will ask for waiver)</i> </div> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	53. Master Drainage Plan <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets

Planning and Development Services Division

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	54. Preliminary Basis of Design Report for Water and Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	55. Preliminary Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	56. Water Sampling Station <ul style="list-style-type: none"> Show location of sample stations on the site plan. Fax 8 1/2" 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
<input type="checkbox"/>	<input type="checkbox"/>	57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office Please contact Elisa Klein at 480-312-5670 <ul style="list-style-type: none"> 1 copy of the approval from the Water Conservation Office
<input type="checkbox"/>	<input type="checkbox"/>	58. Native Plant Submittal: <ul style="list-style-type: none"> 24" x 36" 1 – copy, folded. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)
<input type="checkbox"/>	<input type="checkbox"/>	59. 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. <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	60. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	61. Cuts and Fills Site Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	62. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	63. Environmental Features Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	64. Geotechnical Report 8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	65. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	66. Bedrock & Soils Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	67. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	68. Other: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <ul style="list-style-type: none"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), folded <input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction) <input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements)

Planning and Development Services Division

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Development Review Application Checklist

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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	69. Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2"x 2" of proposed paint colors 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 1/2" x 11" – 1 copy of a printed digital photo of the material board
<input type="checkbox"/>	<input type="checkbox"/>	71. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" 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.)
<input type="checkbox"/>	<input type="checkbox"/>	72. Electronic Detail Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" 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.)

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Development Review Application Checklist

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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	73. 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>467</u> -PA- <u>2015</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	74. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	76. 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.
<input type="checkbox"/>	<input type="checkbox"/>	77. Other: <div style="border: 1px solid black; height: 400px; margin-top: 5px;"></div>

Planning and Development Services Division

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Development Review Application Checklist



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

Coordinator Name (print):

Andrew Chi

Phone Number:

480-312-7800

Coordinator email:

achi@scottsdaleaz.gov

Date:

05/27/15

Coordinator Signature:

Andrew Chi

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 and Development Services 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 and Development Services Director. 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 and Development Services Division's One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning and Development Services Division
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000

Planning and Development Services Division

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Development Applications Process

Enhanced Application Review

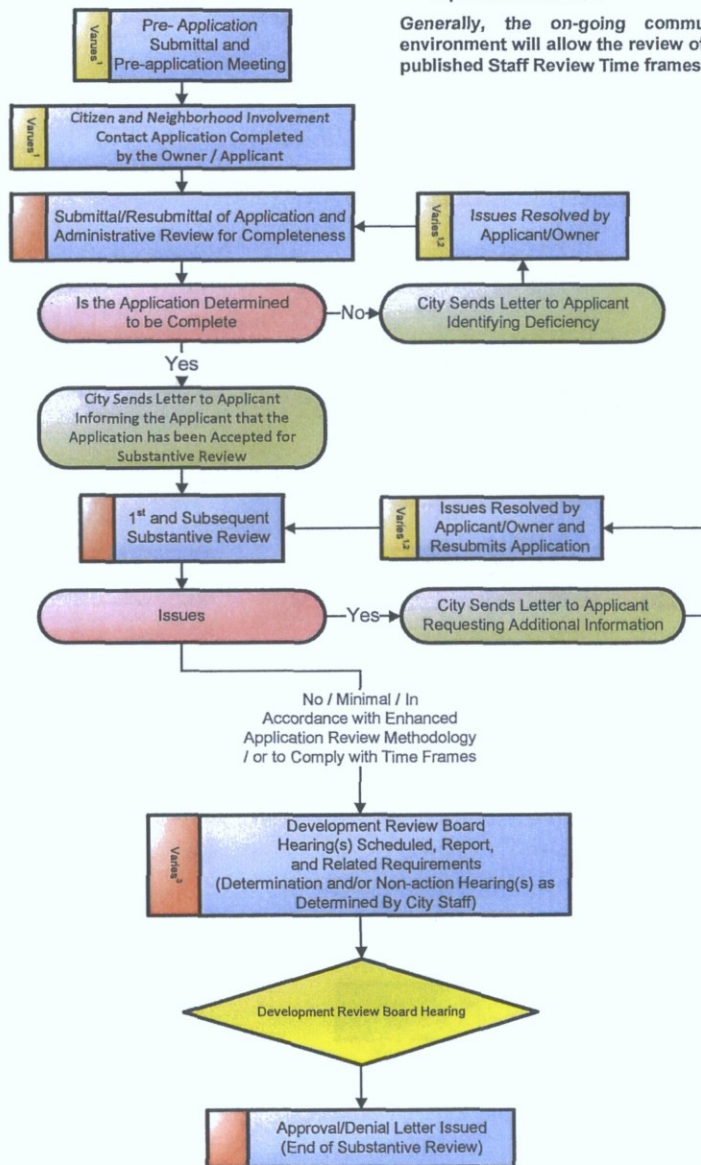
Development Review (DR and PP)

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 50 percent

Time Line

Administrative Review	Substantive 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

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Development Applications Process

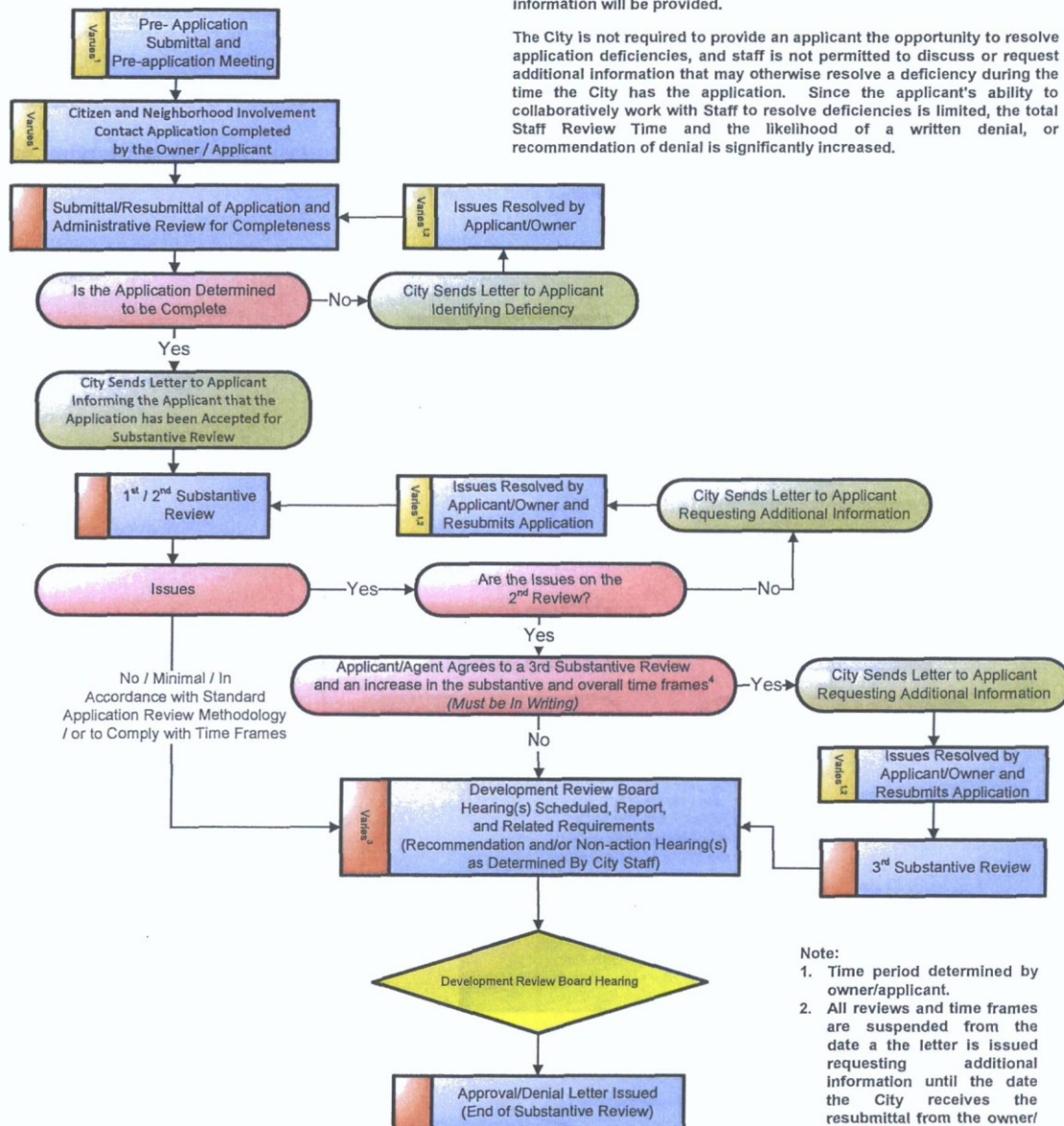
Standard Application Review

Development Review (DR and PP)

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 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 50 percent

Time Line

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

Planning and Development Services

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City of Scottsdale Cash Transmittal

102602

102602
00808545
7/27/2015 PLN-1STOP
DHOL HPDC600552
7/27/2015 3:26 PM
\$1,515.00

Received From :

NICHOLAS ALBERT MANCUSI ADA ROSE WILLIAMS
260 S REYNOLDS ST APT 808
ALEXANDRIA, VA 22304

Bill To :

Reference # 467-PA-2015

Issued Date 7/27/2015

Address 6637 E MONTEREY WY

Paid Date 7/27/2015

Subdivision HOLIDAY PARK

Payment Type CHECK

Marketing Name

Lot Number 50

Cost Center

MCR 076-14

County No

Metes/Bounds No

APN 130-47-094

Gross Lot Area 0

Water Zone

Owner Information

NAOS Lot Area 0

Water Type

Design Moves People

Net Lot Area

Sewer Type

6125 E INDIAN SCHOOL RD STE 252

Number of Units 1

Meter Size

SCOTTSDALE, AZ 85251

Density

QS 15-43

603-401-1548

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

City of Scottsdale
7447 E. Indian School Rd.
Scottsdale, AZ 85251
(480) 312-2500
One Stop Shop

Date: 7/27/2015 Cashier: DHOL
Office: PLN-1STOP Mach ID: HPDC6005525
Tran #: 5 Batch #: 50481

Receipt: 00808545 Date: 7/27/2015 3:26 PM
102602
3165 DEVELOP REVIEW APP \$1,515.00

TENDERED AMOUNTS:

Check Tendered: \$1,515.00
CHK #: 1097 NICHOLAS ALBERT MANCUSI A

Transaction Total: \$1,515.00

Thank you for your payment.
Have a nice day!

SIGNED BY N MANCUSI ON 7/27/2015

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 # 102602



Pre-Application Request

Purpose:

The purpose of the Pre-Application submittal, and meeting, is for the applicant and City Staff to discuss a proposed Development Application, and the information and process that is necessary for City Staff to process the proposal.

In accordance with the Zoning Ordinance, no development application shall be accepted before a Pre-Application has been submitted, and a Pre-Application meeting has been conducted with City Staff, unless the Pre-Application meeting has been waived by the Zoning Administrator.

Submittal:

The completed Pre-Application request form, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website:

<https://eservices.scottsdaleaz.gov/eServices/PreApps/Default.aspx>

All checks shall be payable to "City of Scottsdale."

Scheduling

After the Pre-Application packet has been accepted at the One-Stop-Shop, a staff member will contact the Applicant within five (5) Staff Working Days to schedule a Pre-Application meeting with the assigned staff member(s). Generally, a Pre-Application meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal.

Project Name: <u>THE HOLIDAY</u>			
Property's Address: <u>6637 E MONTEREY WAY</u>		APN: _____	
Property's Zoning District Designation: _____			
Property Details:			
<input type="checkbox"/> Single-Family Residential <input checked="" type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other			
Has a 'Notice of Compliance' been issued? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide a copy with this submittal			
Owner: <u>NICHOLAS MANCUSI</u>		Applicant: <u>NICHOLAS MANCUSI</u>	
Company: <u>N/A</u>		Company: <u>N/A DESIGN MOVES PEOPLE</u>	
Address: <u>6125 E INDIAN SCHOOL RD #252</u>		Address: <u>SAME</u>	
Phone: <u>603.401.1548</u> Fax: <u>N/A</u>		Phone: <u>SAME</u> Fax: <u>N/A</u>	
E-mail: <u>MANCUSI@GMAIL.COM</u>		E-mail: <u>SAME</u>	
<u>[Signature]</u> Owner Signature		<u>[Signature]</u> Applicant Signature	
Official Use Only	Submittal Date: <u>5-15-15</u>	Application No.: <u>967</u>	-PA- <u>2015</u>
Project Coordinator: _____			

Planning and Development Services Department

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



Pre-Application Request

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 checked="" 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 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	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions (PP)	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Subdivision (Minor) (MD)	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions (PE)	<input type="checkbox"/> Single-Family Residential
<input type="checkbox"/> Minor Amendment (MA)		<input type="checkbox"/> Other

Submittal Requirements: (fees subject to change every July)

☒ Pre-Application Fee: \$ 87
(No fees are charged for Historic Preservation (HP) properties.)

☒ Records Packet Fee: \$ 21
Processed by staff. The applicant need not visit the Records desk to obtain the packet.
(Only required for ZN, II, UP, DR, PP, AB applications, or otherwise required by Staff)

☒ Application Narrative:
The narrative shall describe the purpose of the request, and all pertinent information related to the request, such as, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.

☒ Property Owner Authorization Letter
(Required for the SA and MS Pre-Applications)

- ☒ Site / Context Photographs
- Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos.
 - Photos shall be taken looking in towards the project site and adjacent to the site.
 - Photos should show adjacent improvements and existing on-site conditions.
 - Each photograph shall include a number and direction.
 - Sites greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
 - Photos shall be provided 8 1/2 x 11 paper, max. two per page.



☐ Other

- The following list of Additional Submittal Information is not required for a Pre-Application meeting, unless indicated below by staff prior to the submittal of this request.
- Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.

Additional Submittal Information

- ☒ Site Plan
- ☒ Subdivision plan (1950's)
- ☒ Floor Plans
- ☒ Elevations
- ☒ Landscape plans (Part of Site)
- ☐ H.O.A. Approval letter N/A
- ☐ Sign Criteria Regulations & Language
- ☐ Material Samples – color chips, awning fabric, etc.
- ☐ Cross Sections – for all cuts and fills
- ☐ Conceptual Grading & Drainage Plan
- ☐ Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.
- ☐ Boundary Survey (required for minor land divisions)
- ☐ Areal of property that includes property lines and highlighted area abandonment request.
- ☐ One copy of the recorded document for the area that is requested to be abandoned. Such as: subdivision plat, map of dedication, GLO (General Land Office) federal patent roadway easement, or separate dedication document. A copy of most recorded documents to be abandoned may be purchased at the City of Scottsdale Records Dept. (480-312-2356), or the Maricopa County Recorder's Office (602-506-3535). A copy of the General Land Office (GLO) federal patent roadway easement may be purchased from the Bureau of Land Management (602-417-9200).

Planning and Development Services Department

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Narrative

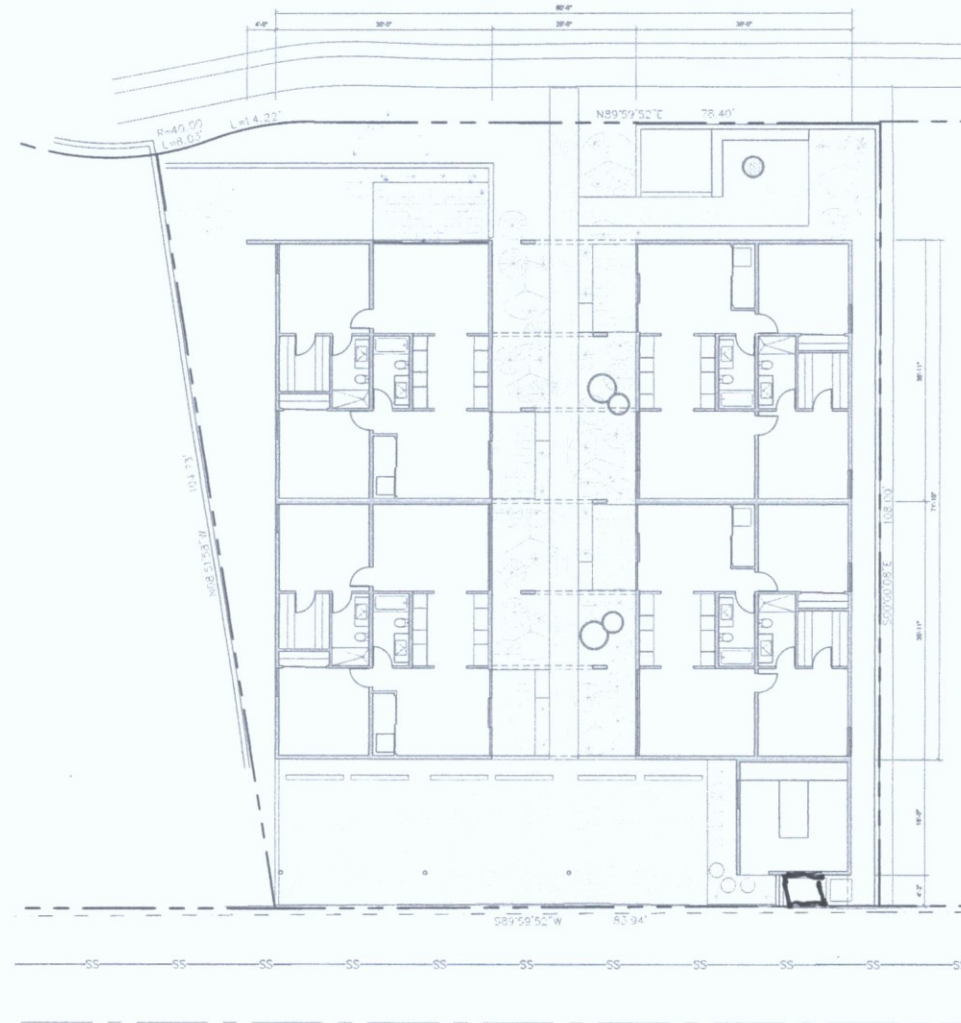
PROPOSED NEW CONSTRUCTION OF A FOUR-UNIT MULTIFAMILY DEVELOPMENT IN SOUTHWEST SCOTTSDALE WITHIN THE HOLIDAY PARK DEVELOPMENT. THE FOUR-UNIT DEVELOPMENT WILL FEATURE FOUR TWO-BEDROOM, TWO BATH UNITS AT APPROX. 1080 SF. EACH WITH ACCESS THROUGH A COMMUNITY COURTYARD SPACE PLANTED W/ LUSH NATIVE PLANTING.

GENERAL NOTES

1. xxx

KEYNOTES

1. xxxxx



Site Plan
Scale: 1/8" = 1'-0"
Refer to Civil Drawings for Grading and Drainage



6125 E Indian School Rd. #202
Scottsdale, AZ 85251
designmoverspeople.com

**Mancusi
Design** LLC

The Holiday Apartments
6637 East Monterey Way, Scottsdale, Arizona 85251
Proposed 4-Unit Garden Style Apartment Complex
PW 03201

Drawn: 05.08.15
Revisions:

Drawn by: nam
Scale: 1/8" = 1'-0"
Site Plan

A1.0



