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



# Addressing Request Application

Project Name: \_\_\_\_\_ Date: 10/31/14  
 Current Address & Suites if applicable: 7300 East Earll Drive, Scottsdale, AZ  
 Zoning: See Notes below Associated Case Number: \_\_\_\_\_  
 A.P.N.: 130-21-001M / 130-21-0015 130-21-017 / 130-21-018 130-21-004A Quarter Section: \_\_\_\_\_

Property Owner: DS Deco 7300, LLC  
 Company: DECO COMMUNITIES.  
 Phone: \_\_\_\_\_ Fax: (480) 609-6775  
 E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_

Applicant/ Contact Information: (Please Print)  
 Name: Dan Erlandson  
 Title: Principal - HPLA  
 Phone: 480-850-2030  
 Email: \_\_\_\_\_

Check all that apply:  
 New  Verification  Suite Assignment  
 Change  Correction  Lot Tie  Commercial  
 Single Family  Multi-Family  
 Is there an active permit or application  Yes  No  
 Permit # \_\_\_\_\_ Plan Check \_\_\_\_\_

City Staff Contact:  
 Name: Greg Bloomberg, Senior Planner  
 Phone: 480-312-4306

**Please Note: A Certificate of Occupancy cannot be issued until address issues are resolved.**

**Submittal Requirements: Please submit 1 copy of materials requested below that are applicable**

Copy of building suite layout  Copy of site plan  
 Signature: [Signature] Date: \_\_\_\_\_  
 Circle One: Applicant  Owner  Architect  Contractor

**Official Use Only:**

Post Office  Permit  Other Department  Emergency  Inspections  
 Line Item No. \_\_\_\_\_ Notification Dates: GIS \_\_\_\_\_ Mail Out \_\_\_\_\_  
 New Address Assigned \_\_\_\_\_  
 Suite Numbers/Bldg Letters: \_\_\_\_\_  
 Notes: \_\_\_\_\_

**Planning, Neighborhood and Transportation Division**

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7800



# Development Review

## Development Application Checklist

**Minimal Submittal Requirements:**

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

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

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

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

### PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. <b>Development Review Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. <b>Application Fee</b> \$ <u>1515.00</u> (subject to change every July)
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>Checklist for Minimal Information to be Accepted for Review – Development Applications</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. <b>Completed Development Application Form</b> (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 type="checkbox"/>	<input type="checkbox"/>	5. <b>Request to Submit Concurrent Development Applications</b> (form provided)

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**51-DR-2014**  
11/11/2014

## Development Review Application Checklist

<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 checked="" type="checkbox"/>	<b>8. Appeals of Required Dedications or Exactions</b> (form provided)		
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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. 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>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>12. Request for Site Visits and/or Inspections Form</b> (form provided)		
		<b>13. Addressing Requirements and Addressing Request Application</b> (forms provided)		
		<b>14. Design Guidelines</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Sensitive Design Program (information provided)  <input checked="" type="checkbox"/> Design Standards and Policies Manual  <input type="checkbox"/> Commercial Retail  <input type="checkbox"/> Gas Station &amp; Convenience Stores  <input type="checkbox"/> Environmentally Sensitive Land Ordinance  <input checked="" type="checkbox"/> Downtown Urban Design and Architectural Guidelines                             <ul style="list-style-type: none"> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> MAG Supplements  <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                             </td> </tr> </table>	<input checked="" type="checkbox"/> Sensitive Design Program (information provided) <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 checked="" type="checkbox"/> Downtown Urban Design and Architectural Guidelines <ul style="list-style-type: none"> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul>	<input checked="" type="checkbox"/> MAG Supplements <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
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>15. 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>16. Request for Neighborhood Group Contact information</b> (form provided)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>17. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy of the set of prints</li> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - 11 copies of the set of prints (<b>Delayed submittal</b>). 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.</li> </ul>		

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## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>18. 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 checked="" type="checkbox"/>	<b>19. 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>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>20. 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> <li><input type="checkbox"/> Heliport (requires a Conditional Use Permit)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>21. ESLO Wash Modifications Development Application</b> (application provided) <ul style="list-style-type: none"> <li>• The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.</li> </ul>

### 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>22. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies`</li> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>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.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>24. 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 copies (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><input checked="" type="checkbox"/> 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>25. Site Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 12 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"/>	<b>26. Site Details</b> (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <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> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>27. Open Space Plan (Site Plan Worksheet) (Example Provided)</b> <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"/>	<b>28. Site Cross Sections</b> <i>Showing provided stepbacks required</i> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> <li>• 11" x 17" 1 – copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>29. Natural Area Open Space Plan (ESL Areas)</b> <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 type="checkbox"/>	<input type="checkbox"/>	<b>30. Topography and slope analysis plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>31. Phasing Plan</b> <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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>32. Landscape Plan</b> <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 accept.)</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>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>33. Hardscape Plan</b> <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 accept.)</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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>34. Transitions Plan</b> <i>showing bldgs across the street from project site.</i> <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>
<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<b>35. Parking Plan</b> <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 copy (quality suitable for reproduction)</li> </ul>
<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<b>36. Parking Master Plan</b> 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"> <li>• 8-1/2" x 11" - 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>37. 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>
<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<b>38. Bikeways &amp; Trails Plan</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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>39. 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>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>40. Elevations Worksheet(s)</b> <i>showing required/proposed setbacks</i></p> <p>Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</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"/>	<p><b>41. Perspectives</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>42. Streetscape Elevation(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>43. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>44. Floor Plans</b></p> <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 checked="" type="checkbox"/>	<p><b>45. Floor Plan Worksheet(s)</b></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <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 checked="" type="checkbox"/>	<p><b>46. Roof Plan Worksheet(s)</b> <i>for rooftop Mechanical</i></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>47. Sign Details</b></p> <ul style="list-style-type: none"> <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> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>48. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p> <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 checked="" type="checkbox"/>	<p><b>49. Exterior Lighting Photometric Analysis (policy provided)</b></p> <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 checked="" type="checkbox"/>	<p><b>50. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <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 checked="" type="checkbox"/>	<p><b>51. Cultural Improvement Program Plan</b></p> <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copies (quality suitable for reproduction)</li> </ul> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>52. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>53. Master Thematic Architectural Character Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>54. Drainage Report (information provided) w/ G+D plan</b></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 checked="" type="checkbox"/>	<p><b>55. 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>

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

## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>56. Preliminary 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 and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>57. Preliminary 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 and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>58. Water Sampling Station</b></p> <ul style="list-style-type: none"> <li>• Show location of sample stations on the site plan.</li> <li>• Fax 8 1/2" x 11" copy of the site plan with sampling stations to the Water Quality Division.</li> <li>• Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>59. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</b></p> <p>Please contact Elisa Klien at 480-312-5670</p> <ul style="list-style-type: none"> <li>• 1 copy of the approval from the Water Conservation Office</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>60. Native Plant Submittal:</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded.</li> </ul> <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>61. Transportation Impact &amp; Mitigation Analysis (TIMA) (information provided)</b></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 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> </ul> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets</li> </ul>

### Planning, Neighborhood & Transportation Division

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## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>62. Revegetation Site Plan, including Methodology and Techniques</b></p> <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 checked="" type="checkbox"/>	<p><b>63. Cuts and Fills Site Plan</b></p> <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 checked="" type="checkbox"/>	<p><b>64. Cuts and Fills Site Cross Sections</b></p> <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 checked="" type="checkbox"/>	<p><b>65. Environmental Features Map</b></p> <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 checked="" type="checkbox"/>	<p><b>66. Geotechnical Report</b></p> <p>8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>67. Unstable Slopes / Boulders Rolling Map</b></p> <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 checked="" type="checkbox"/>	<p><b>68. Bedrock &amp; Soils Map</b></p> <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 checked="" type="checkbox"/>	<p><b>69. Conservation Area, Scenic Corridor, Vista Corridor Plan</b></p> <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>

## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<b>70. Other:</b>  <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 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements)
--------------------------	--------------------------	---

### PART III – SAMPLES & MODELS


Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>71. Paint Color Drawdowns</b> <ul style="list-style-type: none"> <li>1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>72. Exterior Building Color &amp; Material Sample Board(s):</b> 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> <li>The material sample board shall include the following:               <ul style="list-style-type: none"> <li>A color elevation of one side of the building</li> <li>3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>2" x 2" of proposed paint colors</li> <li>All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> <li>11" x 17" – 1 copy, folded of a printed digital photo of the material board</li> <li>8 ½" x 11" – 1 copy of a printed digital photo of the material board</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>73. Electronic Massing Model:</b> <ul style="list-style-type: none"> <li>11" x 17" – 1 color copy, folded</li> <li>8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> 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.)



## Development Review Application Checklist



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

Coordinator Name (print): Greg Blumenberg Phone Number: 480-312-4306  
Coordinator email: gblumenberg@scottsdaleaz.gov Date: 9-25-14  
Coordinator Signature: 

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

This application need a:  New Project Number, or

A New Phase to an old Project Number: \_\_\_\_\_

### Required Notice

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

Planning, Neighborhood and Transportation Division  
One Stop Shop  
Planning, Neighborhood & Transportation Administrator  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251  
Phone: (480) 312-7000

### Planning, Neighborhood & Transportation Division

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



# Development Applications Process

## Enhanced Application Review

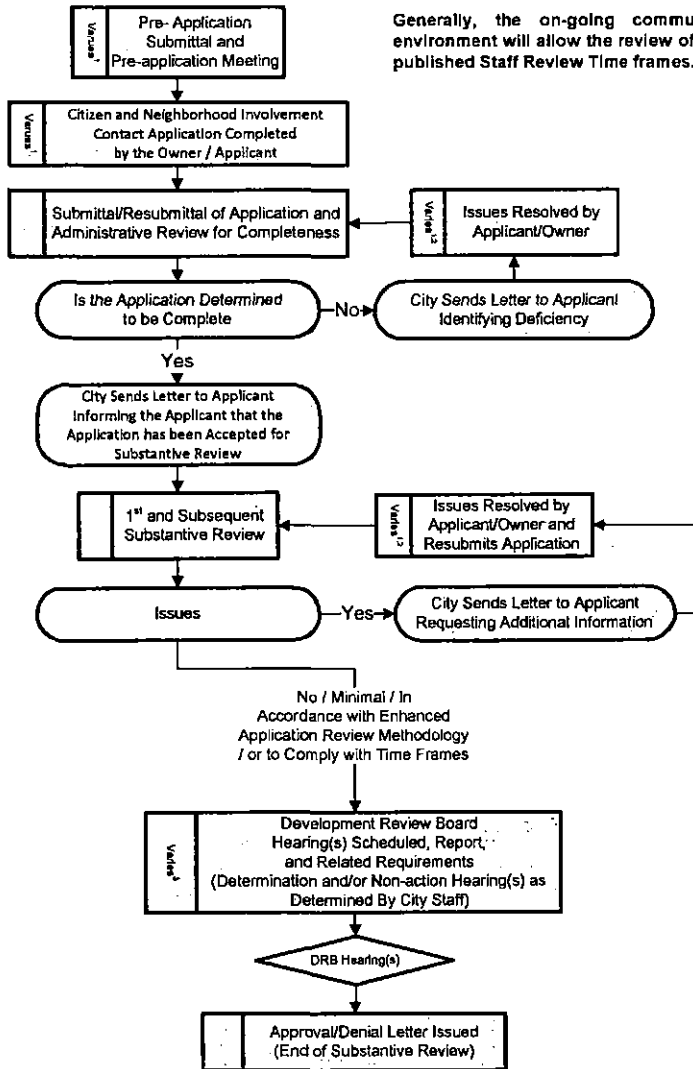
### Development Review (DR)

**Enhanced Application Review Methodology**

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

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

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



- Note:**
1. Time period determined by owner/applicant.
  2. All reviews and time frames are suspended from the date a 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
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>2</sup>	Letter Issued



# Development Applications Process

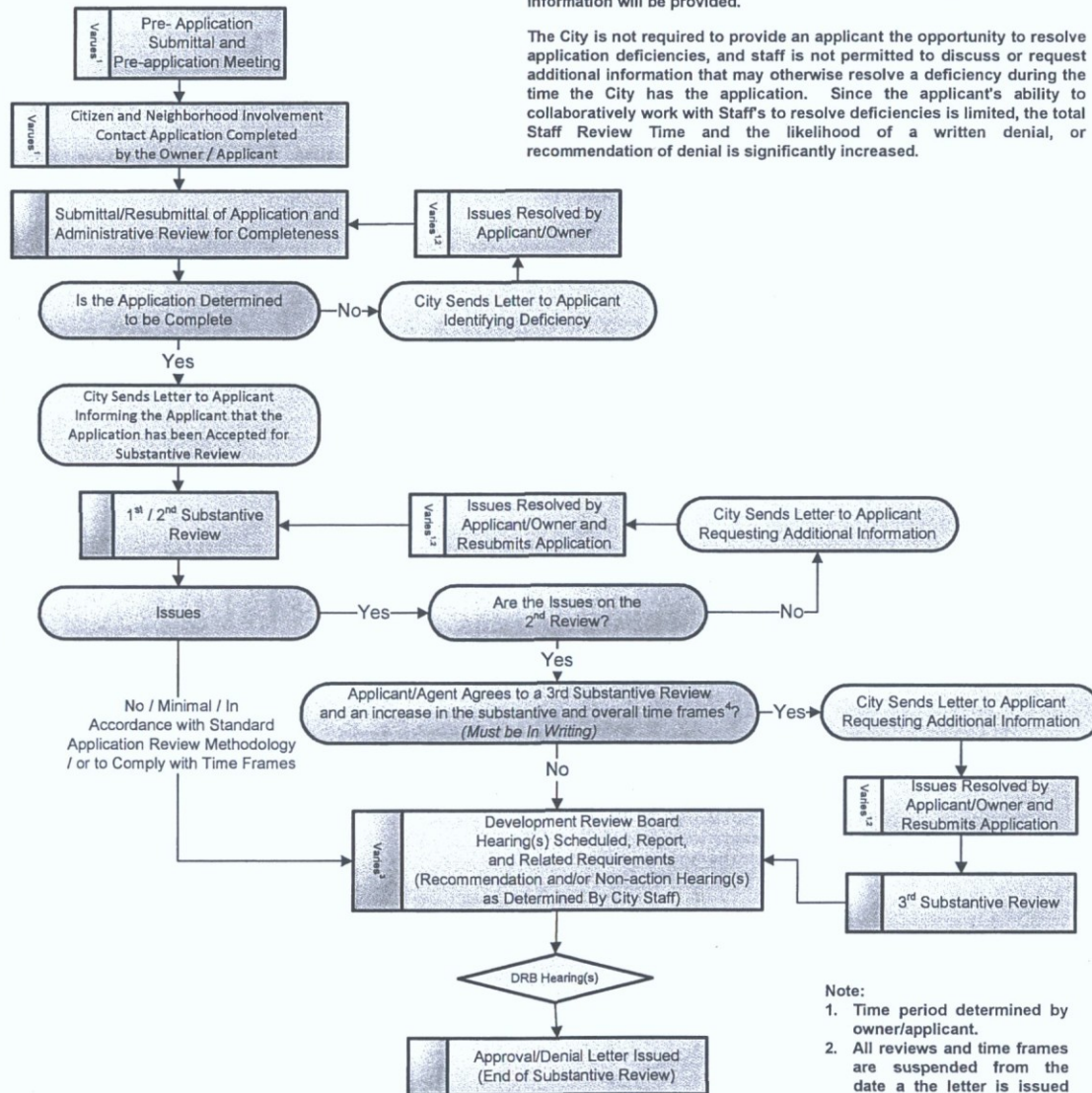
## Standard Application Review

### Development Review (DR)

**Standard Application Review Methodology:**

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

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



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

**Time Line**

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



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

This request concerns all property identified in the development application.

Pre-application No: 880 - PA - 14

Project Name: \_\_\_\_\_

Project Address: 7300 East Earll Drive, Scottsdale, AZ

### 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: Dan Richards

\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Signature

City Use Only:	
Submittal Date: _____	Case number: _____
<b>Planning, Neighborhood &amp; Transportation Division</b> 7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088	



# 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: 7300 Earll Condominiums

Property's Address: 7300 East Earll Drive, Scottsdale, AZ

### 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.

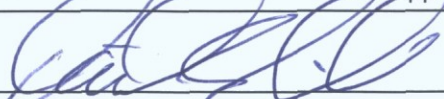
Owner: DS Deco 7300, LLC	Agent/Applicant: Dan Erlandson
Company: DECO Communities	Company: HPLA
Address: 8135 E. Indian Bend Road, Suite #101	Address: 7633 E Acoma Dr, Suite 209, Scottsdale, AZ
Phone: (480) 609-6779 x-108 Fax:	Phone: 480-850-2030 Fax:
E-mail: dan@decocommunities.com	E-mail: dan@hplastudio.com
Designer: Daniel Gehman, AIA	Engineer: Leslie Kland
Company: Harley Ellis Devereaux	Company: Kland Consulting Civil Engineers, LLC
Address: 601 South Figueroa St., LA, CA 90017	Address: 6045 N Scottsdale Rd., Ste. 105, Scottsdale
Phone: 213-542-4500 Fax: 213-542-4515	Phone: (480) 344-0480 Fax:
E-mail: dpgehman@hede.com	E-mail: lkland@klandeng.com

### 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.

  
 \_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

### 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



# City of Scottsdale Cash Transmittal

## # 99366

99366  
 4 00709287  
 11/10/14 PLN-1STOP  
 KWHEELER HPDC600552  
 11/10/2014 3:58 PM  
 \$1,515.00

**Received From :**

DS Deco 7300 LLC  
 8135 E INDIAN BEND RD STE 101  
 SCOTTSDALE, AZ 85250  
 0

**Bill To :**

HPLA  
 7633 E ACOMA DR  
 SCOTTSDALE, AZ 85260  
 480-850-2030

**Reference #** 880-pa-2014 **Issued Date** 11/10/2014

**Address** 7300 E EARLL DR **Paid Date** 11/10/2014

**Subdivision** **Payment Type** CHECK

**Marketing Name** **Lot Number** **Cost Center**

**MCR** **County** No **Metes/Bounds** No

**APN** 130-21-001S **Gross Lot Area** 0 **Water Zone**

**Owner Information** **NAOS Lot Area** 0 **Water Type**

DECO Communities **Net Lot Area** 0 **Sewer Type**

8135 E INDIAN BEND RD STE 101 **Number of Units** 1 **Meter Size**

SCOTTSDALE, AZ 85250 **Density** **QS** 15-45

480-609-6779

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

  
 SIGNED BY KAREN TURLEY ON 11/10/2014

Total Amount **\$1,515.00**

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

**TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRAN: 51-DR-2014**  
 11/11/2014



# 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
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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**

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](http://www.scottsdaleaz.gov)

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Revision Date: 01/31/2013

**51-DR-2014**  
**11/11/2014**