

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



# Conditional Use Permit

## 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, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 8 of this application.

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

### PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Conditional Use Permit Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>615.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul> <p>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.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)

**38-UP-1991#2**  
**05/20/16**

### Planning, Neighborhood & Transportation Division

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## Conditional Use Permit Application Checklist

X			5. <b>Proposition 207 wavier or refusal</b> (Delay submittal until after the Planning Commission Hearing (sample agreement information provided))
O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. <b>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))
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. <b>Appeal of Required Dedications or Exactions</b> (form provided)
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. <b>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"/>	10. <b>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>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. <b>Request for Site Visits and/or Inspections Form</b> (form provided)
X			12. <b>Addressing Requirements and Addressing Request Application</b> (forms provided)
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. <b>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>
X			14. <b>Request for Neighborhood Group Contact information</b> (form provided)
X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. <b>Site Posting Requirements:</b> (form provided (white and red signs) <ul style="list-style-type: none"> <li>• Affidavit of Posting for Project Under Consideration</li> <li>• Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing)</li> <li>• Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing)</li> </ul>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. <b>Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> – (form provided) <ul style="list-style-type: none"> <li>• Provide 1 color original set and 1 - 8-1/2" x 11"</li> </ul>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. <b>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>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18. <b>Historic Property</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Historic Property Certificate of No Effect Application (form provided)</li> <li><input type="checkbox"/> Historic Property Certificate of Appropriateness Application (form provided)</li> </ul>

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## Conditional Use Permit Application Checklist

X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>19. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> </ul>
<b>PART II -- REQUIRED NARRATIVE, PLANS &amp; RELATED DATA</b>			
	Req'd	Rec'd	<b>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</b>
X			<b>20. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>21. Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)</li> </ul>
X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>22. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 1/2" x 11" – 4 copies</li> <li>a. The application narrative shall include:           <ul style="list-style-type: none"> <li>• A one paragraph explanation of the request. This shall be no greater than a half page.</li> <li>• Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response.</li> <li>• Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response.</li> <li><input type="checkbox"/> Bar</li> <li><input type="checkbox"/> Live Entertainment</li> <li><input checked="" type="checkbox"/> Other <i>Cup criteria</i></li> </ul> </li> <li>b. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> </ul>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Security, Maintenance &amp; Operations Plan (For Bars and Live Entertainment)</b> (form provided) <ul style="list-style-type: none"> <li>• The Security, Maintenance &amp; Operations Plan shall accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>24. Operations Plan</b> (form provided)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>25. Context Aerial with the proposed site improvements superimposed</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 color copies, folded</li> <li>• 11" x 17" – 1 color copy</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p><input checked="" type="checkbox"/> 750 foot radius from site</p> <p><input type="checkbox"/> 1/4 mile radius from site</p> <p><input type="checkbox"/> Other: _____</p>

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## Conditional Use Permit Application Checklist

✓	✓	<b>26. Site Plan</b> <span style="float: right; margin-right: 20px;">3</span> <ul style="list-style-type: none"> <li>24" x 36" - <del>2</del> copies, folded</li> <li>11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 copies (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
X	<del>✓</del>	<b>27. Open Space Plan (Site Plan Worksheet)</b> (sample provided) <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 1/2" 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>
X	<del>✓</del>	<b>28. Natural Area Open Space Plan</b> (ESL Areas) <ul style="list-style-type: none"> <li>24" x 36" - 2 copies, folded</li> <li>11" x 17" - 1 copy (quality suitable for reproduction)</li> </ul>
X	<del>✓</del>	<b>29. Topography and slope analysis plan</b> (ESL Areas) <ul style="list-style-type: none"> <li>24" x 36" 1 - copy, folded</li> </ul>
X	<del>✓</del>	<b>30. 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 accepted.)</li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>8 1/2" 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>
X	<del>✓</del>	<b>31. 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 accepted.)</li> <li>11" x 17" - 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
X	<del>✓</del>	<b>32. 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 1/2" x 11" - 1 color copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
X	<del>✓</del>	<b>33. Parking Master Plan</b> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 2 copies</li> </ul>

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## Conditional Use Permit Application Checklist

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

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## Conditional Use Permit Application Checklist

X	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>41. Drainage Report</b> (information provided)</p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
X	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>42. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
X	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>43. Basis of Design Report for Water and Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets</li> </ul>
X	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>44. Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Basis of Design Report for Wastewater including full size plans/maps in pockets</li> </ul>
X	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>45. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (information provided)</p> <p>Please review the City's Design Standards &amp; Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 1 Study – Bar &amp; Live Entertainment</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis</li> </ul>

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## Conditional Use Permit Application Checklist

X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>46. Native Plant Submittal</b> <ul style="list-style-type: none"> <li>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)</li> <li>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>47. Other Plans and Report Requirements</b> <ul style="list-style-type: none"> <li>Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc)</li> <li>24" x 36" 1 – copy, folded. (Plans and graphics)</li> <li>8-1/2" x 11" - 3 copies of any report</li> </ul>
X	<input type="checkbox"/>	<input type="checkbox"/>	<b>48. Other:</b> <hr/> <hr/> <hr/> <hr/> <hr/>

### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

	Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>49. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>290-PA-16</u>.</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>50. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>51. Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
X	<input type="checkbox"/>	<input type="checkbox"/>	<b>52. Other:</b> <hr/> <hr/> <hr/>

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## Conditional Use Permit Application Checklist

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

Coordinator Name (print): Greg Bloenberg Phone Number: 480-312-4306

Coordinator email: gbloenberg@scottsdaleaz.gov Date: \_\_\_\_\_

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 needs a: ☐ New Project Number, or

☒ A New Phase to an old Project Number: 38-48-91#2

### Required Notice

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

Planning, Neighborhood and Transportation Division

One Stop Shop

Planning, Neighborhood & Transportation Administrator

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

### Planning, Neighborhood & Transportation Division

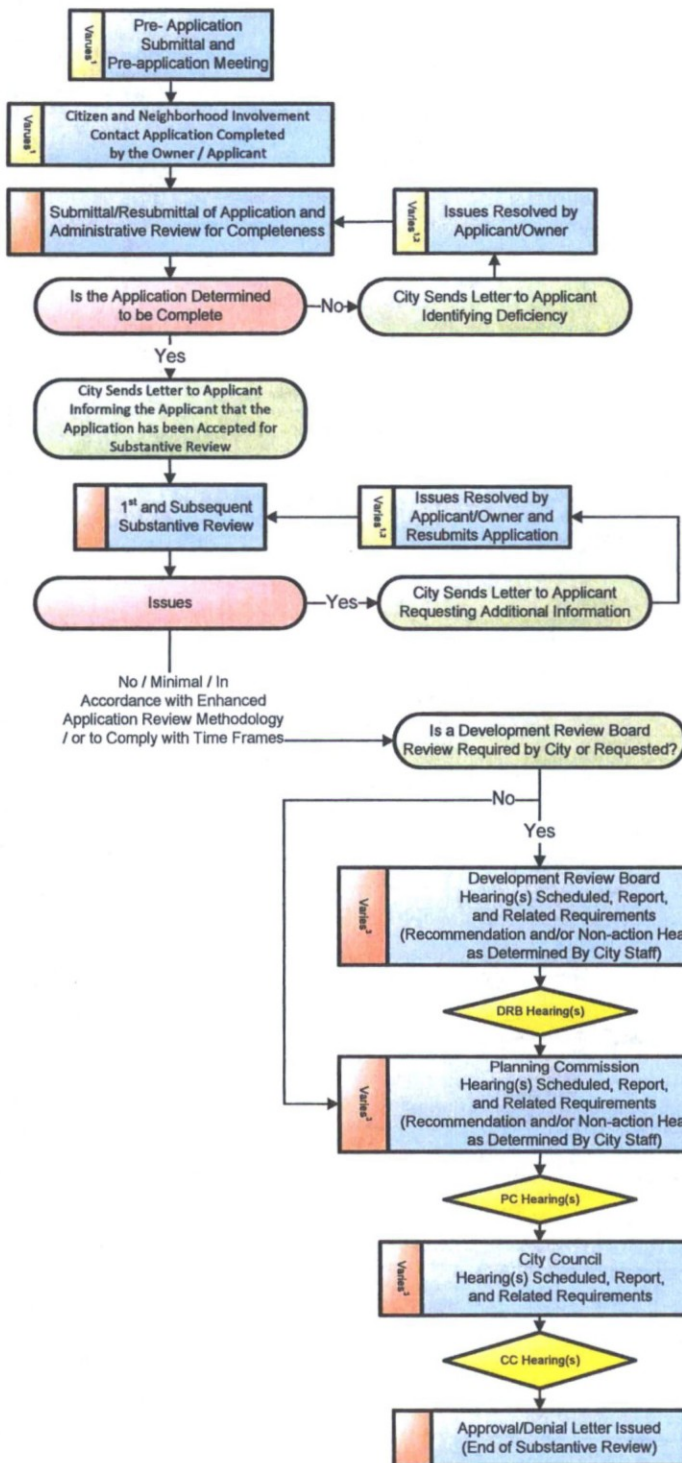
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# Development Applications Process

## Enhanced Application Review

### Conditional Use Permit (UP)



#### Enhanced Application Review Methodology

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

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

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

#### Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a 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, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	Letter Issued

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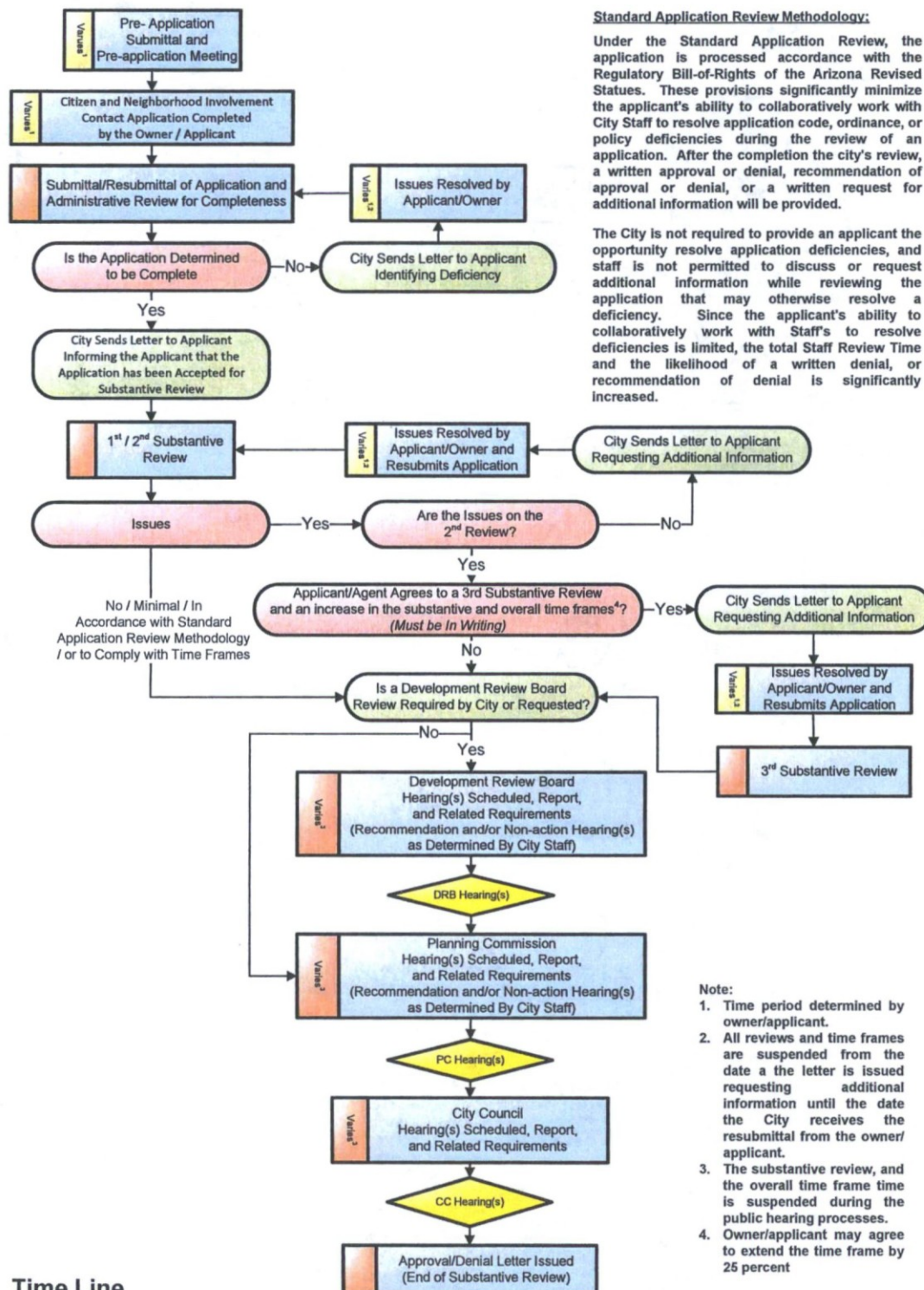




# Development Applications Process

## Standard Application Review

### Conditional Use Permit (UP)



#### Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
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>3</sup>	

- 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

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# Development Application

## Development Application Type:

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

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

Project Name: ENTERPRISE RENT-A-CAR

Property's Address: 1815 N. SCOTTSDALE ROAD, SCOTTSDALE, ARIZONA

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:	Agent/Applicant: <u>Joshua Oehler</u>
Company: <u>ENTERPRISE RENT-A-CAR</u>	Company: <u>arcone associates LLC</u>
Address: <u>1815 N SCOTTSDALE RD, SCOTTSDALE, ARIZONA</u>	Address: <u>1427 N 3rd STREET, SUITE 110, PHX, AZ</u>
Phone:                      Fax:	Phone: <u>602 242 7871</u> Fax:
E-mail:	E-mail: <u>JOSH@ARCONEASSOCIATES.COM</u>
Designer: <u>Joshua Oehler</u>	Engineer:
Company: <u>arcone associates LLC</u>	Company:
Address: <u>1427 N 3rd STREET, SUITE 110, PHX, AZ</u>	Address:
Phone: <u>602 242 7871</u> Fax:	Phone:                      Fax:
E-mail: <u>JOSH@ARCONEASSOCIATES.COM</u>	E-mail:

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

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

<input checked="" type="checkbox"/> Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/> 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.:

**38-UP-1991#2**  
**05/20/16**

## 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)





# 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.

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# Development Application

## Arizona Revised Statutes Notice

### §9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.





# City of Scottsdale Cash Transmittal

# 106517

106517  
2 00906843  
5/20/2016 PLN-1STOP  
KPETERS HPDC600552  
5/20/2016 2:15 PM  
\$615.00

**Received From :**

ARC ONE ASSOCIATES  
1427 N 3RD ST  
PHOENIX, AZ 85004  
602-696-6500

**Bill To :**

Reference # 290-PA-2016  
Address 1815 N SCOTTSDALE RD  
Subdivision SCOTTSDALE ESTATES AMENDED

Issued Date 5/20/2016  
Paid Date 5/20/2016  
Payment Type CREDIT CARD

Marketing Name Lot Number  
MCR 066-16 County No  
APN 131-18-087D Gross Lot Area 0  
Owner Information NAOS Lot Area 0  
Enterprise Rent-A-Car Net Lot Area  
1444 W AUTO DR Number of Units 1  
TEMPE, AZ 85284 Density  
480-893-4711

Cost Center  
Metes/Bounds No  
Water Zone  
Water Type  
Sewer Type  
Meter Size  
QS 13-45

Code	Description	Additional	Qty	Amount	Account Number
3175	USE PERMIT APPLICATION	REVISION TO EXISTING 38-UP-1991	1	\$615.00	100-21300-44221

City of Scottsdale

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

Date: 5/20/2016 Cashier: KPETERS  
Office: PLN-1STOP Mach ID: HPDC6005525  
Tran #: 2 Batch #: 54833  
Receipt: 00906843 Date: 5/20/2016 2:15 PM  
106517  
3175 USE PERMITS \$615.00

**TENDERED AMOUNTS:**

American Express Tendered: \$615.00  
CC Last 4: 4012 Auth Code: 4714  
Transaction Total: \$615.00

Thank you for your payment.  
Have a nice day!

38-UP-91#2

38-UP-1991#2  
05/20/16

SIGNED BY LUCY NAVARRO ON 5/20/2016


Total Amount **\$615.00**

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

TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 106517



## Submittal Fee

Project Name: Enterprise Rent-a-Car Pre-App#: 290-PA-16  
Fee Type: CUP Revision Fee Amount: \$ 615.<sup>00</sup>  
Staff Name: Gary B Signature:  Phone: x 4306 Date: 5-20-16

### Planning, Neighborhood & Transportation Division

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