
**Application
Narrative
Cash Transmittal
Pre-Application
Pre-App Narrative
Pre-App Cash Transmittal
Development Standards**



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 type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>460.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>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)</p>			
✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>7. Appeals of Required Dedications or Exactions (form provided)</p>			
✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided)</p> <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 type="checkbox"/>	<p>9. Legal Description: (if not provided in Commitment for Title Insurance)</p> <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies 			
✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>10. Results of ALTA Survey (24" x 36") FOLDED</p> <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 type="checkbox"/>	<p>11. Request for Site Visits and/or Inspections Form (form provided)</p>			
			<p>12. Addressing Requirements (form provided)</p>			
			<p>13. Design Guidelines</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <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 </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> <p style="color: green; font-weight: bold; font-size: 1.2em;">ONLINE</p> <p style="color: green; font-size: 1.5em;">→</p> </td> <td style="width: 40%; vertical-align: top;"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input checked="" 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> <ul style="list-style-type: none"> • The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design 	<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	<p style="color: green; font-weight: bold; font-size: 1.2em;">ONLINE</p> <p style="color: green; font-size: 1.5em;">→</p>	<input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input checked="" 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
<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	<p style="color: green; font-weight: bold; font-size: 1.2em;">ONLINE</p> <p style="color: green; font-size: 1.5em;">→</p>	<input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input checked="" 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				
✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>14. Neighborhood Notification Process Requirements: (form provided)</p> <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. 			
			<p>15. Request for Neighborhood Group Contact information (form provided)</p>			
✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided)</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 1 copy of the set of prints • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. • 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request. 			

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>17. Archaeological Resources (information sheets provided)</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>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)</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>19. ESLO Wash Modifications Development Application (application provided)</p> <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 type="checkbox"/>	<p>21. Application Narrative</p> <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 type="checkbox"/>	<p>22. Context Aerial with the proposed site improvements superimposed</p> <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>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

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* ON SITE PLAN

<input type="checkbox"/>	<input type="checkbox"/>		<p>31. Hardscape Plan</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p>32. Transitions Plan</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p>33. Parking Plan</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p>34. Parking Master Plan</p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p>35. Pedestrian and Vehicular Circulation</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p>36. Bikeways & Trails Plan</p> <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 type="checkbox"/>		<p>37. Elevations</p> <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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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>38. Elevations Worksheet(s)</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"> • 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 type="checkbox"/>	<p>39. Perspectives</p> <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"/>	<p>40. Streetscape Elevation(s)</p> <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"/>	<p>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</p> <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"/>	<p>42. Floor Plans</p> <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"/>	<p>43. Floor Plan Worksheet(s)</p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <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"/>	<p>44. Roof Plan Worksheet(s)</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>45. Sign Details</p> <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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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p> <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 type="checkbox"/>	<p>47. Exterior Lighting Photometric Analysis (policy provided)</p> <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 type="checkbox"/>	<p>48. Manufacturer Cut Sheets of All Proposed Lighting</p> <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"/>	<p>49. Cultural Improvement Program Plan</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <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 type="checkbox"/>	<p>51. Master Thematic Architectural Character Plan</p> <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 type="checkbox"/>	<p>52. Drainage Report (information provided)</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>53. Master Drainage Plan</p> <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

**COT SHEETS*



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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>54. Preliminary Basis of Design Report for Water and Wastewater</p> <p>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.</p> <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 checked="" type="checkbox"/>	<p>55. Preliminary Basis of Design Report for Wastewater</p> <p>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.</p> <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 checked="" type="checkbox"/>	<p>56. Water Sampling Station</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</p> <p>Please contact Elisa Klein at 480-312-5670</p> <ul style="list-style-type: none"> • 1 copy of the approval from the Water Conservation Office
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>58. Native Plant Submittal:</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded. <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>59. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study • 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>60. Revegetation Site Plan, including Methodology and Techniques</p> <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"/>	<p>61. Cuts and Fills Site Plan</p> <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"/>	<p>62. Cuts and Fills Site Cross Sections</p> <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"/>	<p>63. Environmental Features Map</p> <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"/>	<p>64. Geotechnical Report</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>65. Unstable Slopes / Boulders Rolling Map</p> <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"/>	<p>66. Bedrock & Soils Map</p> <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"/>	<p>67. Conservation Area, Scenic Corridor, Vista Corridor Plan</p> <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"/>	<p>68. Other:</p> <hr/> <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)

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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 type="checkbox"/>	69. Paint Color Drawdowns <i>Actual Samples</i> <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 type="checkbox"/>	70. Exterior Building Color & Material Sample Board(s): <i>Actual Samples</i> 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
☐	☐	☐	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.)
☐	☐	☐	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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PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Req'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 <u>480-312-7000</u> . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>933</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 checked="" type="checkbox"/>	<input type="checkbox"/>	77. Other: _____

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:

480.312.7828

Coordinator email:

achi@scottsdaleaz.gov

Date:

10/30/15

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

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



Development Applications Process

Enhanced Application Review

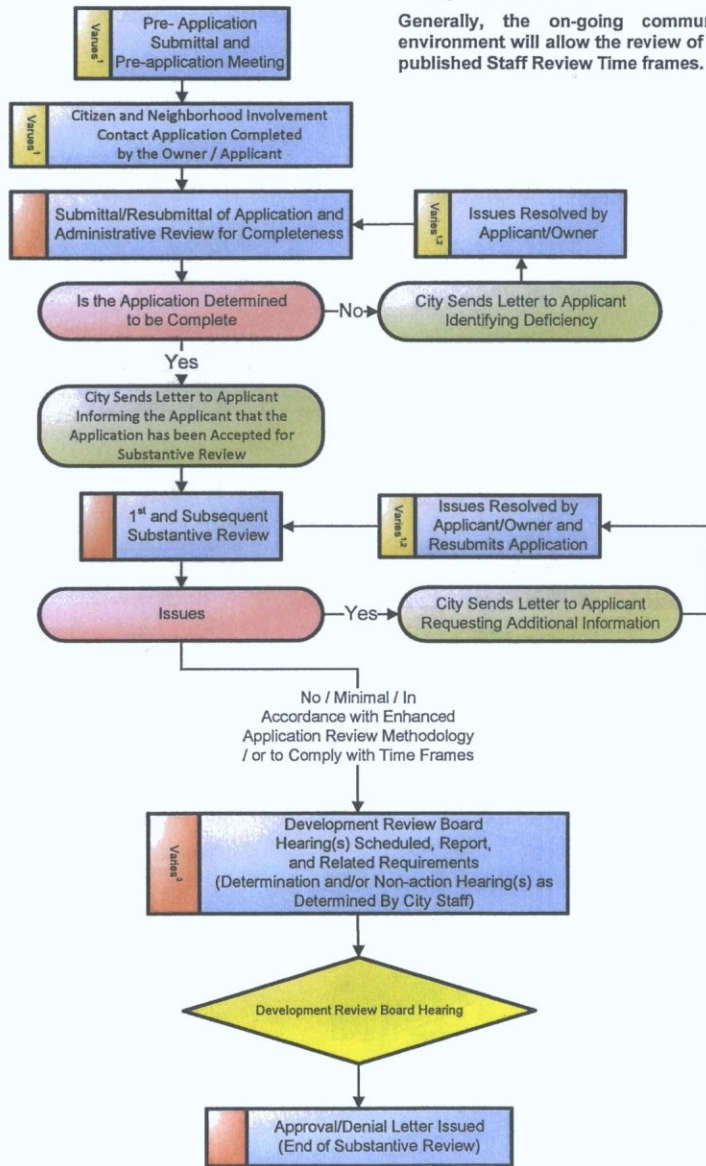
Development Review (DR and PP)

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 Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	



Development Applications Process

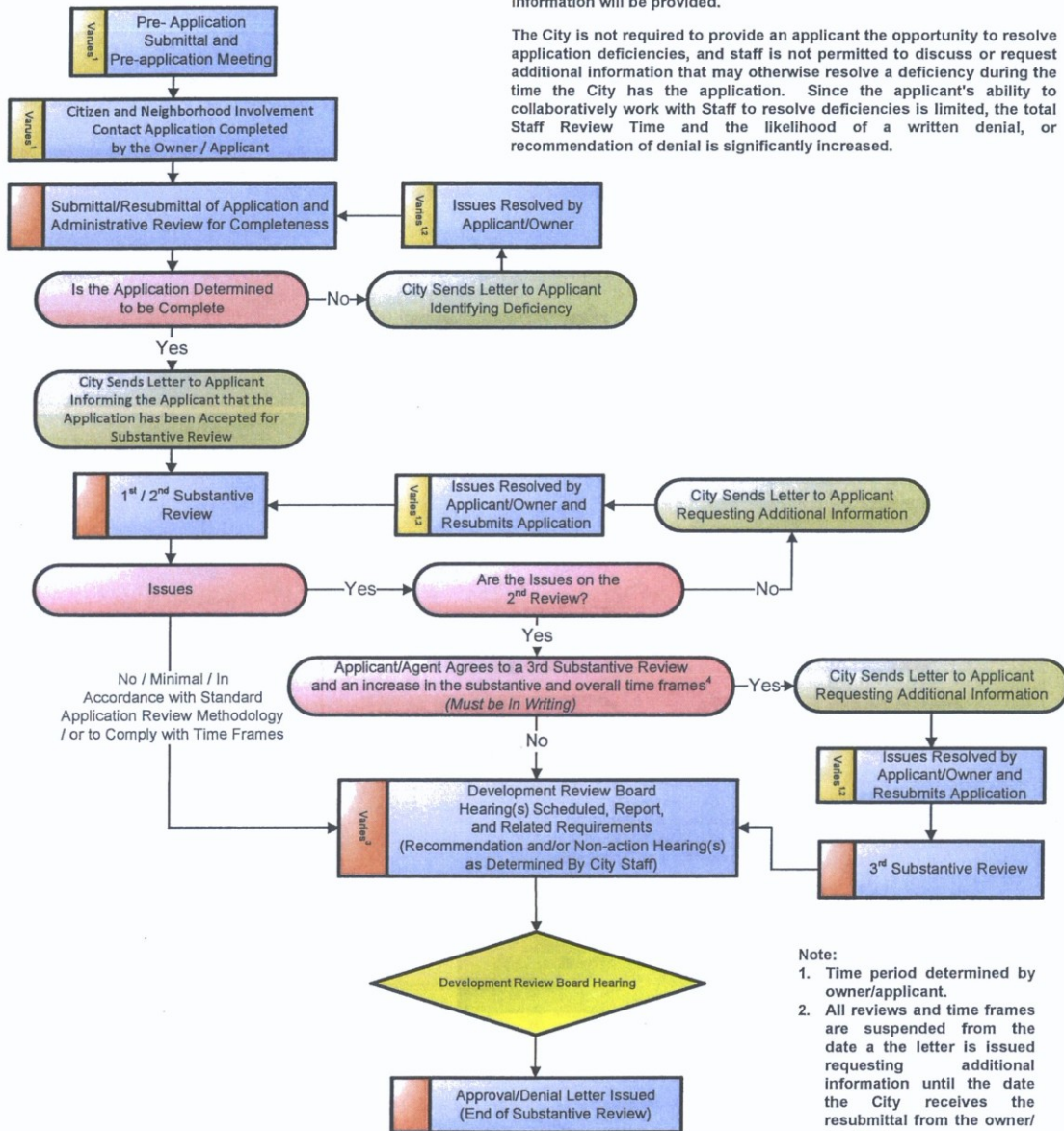
Standard Application Review

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 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Public Hearing Process Time Frames Vary ³	Approval/Denial Letter Issued
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993 PA 2015
~~993 -PA- 2015~~

Submittal Date: _____ Project No.: _____



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 type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>460.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input 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 (<u>Enhanced Application Review</u> or <u>Standard Application Review</u>). • 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 type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

Planning and Development Services

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27-DR-2016
06/16/16

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided) ?
<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <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 type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Addressing Requirements (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>13. Design Guidelines</p> <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 </div> <div style="width: 35%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input checked="" 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> <p>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>14. Neighborhood Notification Process Requirements: (form provided)</p> <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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided)</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 1 copy of the set of prints → • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. • 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.

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ONLINE →

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>17. Archaeological Resources (information sheets provided)</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>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)</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>19. ESLO Wash Modifications Development Application (application provided)</p> <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 type="checkbox"/>	<p>21. Application Narrative</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies` 1. The application narrative shall specify how the proposal separately addresses <u>each of the applicable Development Review Board criteria.</u> (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"/>	<p>22. Context Aerial with the proposed site improvements superimposed</p> <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>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	24. Site Details EAST. / ADD ON'S. EAST N/A N/A N/A (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 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 type="checkbox"/>	30. Landscape Plan - EAST'G. <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)

Planning and Development Services Division

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>31. Hardscape Plan <i>- exist.</i></p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>32. Transitions Plan</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>33. Parking Plan</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>34. Parking Master Plan</p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>35. Pedestrian and Vehicular Circulation</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>36. Bikeways & Trails Plan</p> <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 type="checkbox"/>	<p>37. Elevations</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>38. Elevations Worksheet(s)</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"> • 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 type="checkbox"/>	<p>39. Perspectives</p> <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"/>	<p>40. Streetscape Elevation(s)</p> <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"/>	<p>41. <u>Wall Elevations and Details</u> and/or Entry Feature Elevations and Details</p> <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"/>	<p>42. Floor Plans</p> <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"/>	<p>43. Floor Plan Worksheet(s)</p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <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"/>	<p>44. Roof Plan Worksheet(s)</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>45. Sign Details <i>DEFERRED?</i></p> <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)

Planning and Development Services Division

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Development Review Application Checklist

X	<input type="checkbox"/>	<p>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
X	<input type="checkbox"/>	<p>47. Exterior Lighting Photometric Analysis (policy provided)</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
X	<input type="checkbox"/>	<p>48. Manufacturer Cut Sheets of All Proposed Lighting</p> <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"/>	<p>49. Cultural Improvement Program Plan</p> <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>
X	<input type="checkbox"/>	<p>50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <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)
X	<input type="checkbox"/>	<p>51. Master Thematic Architectural Character Plan</p> <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)
X	<input type="checkbox"/>	<p>52. Drainage Report (information provided)</p> <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
X	<input type="checkbox"/>	<p>53. Master Drainage Plan</p> <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

*CUT SHEETS

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>54. Preliminary Basis of Design Report for Water and Wastewater</p> <p>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.</p> <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 checked="" type="checkbox"/>	<p>55. Preliminary Basis of Design Report for Wastewater</p> <p>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.</p> <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 checked="" type="checkbox"/>	<p>56. Water Sampling Station</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</p> <p>Please contact Elisa Klein at 480-312-5670</p> <ul style="list-style-type: none"> • 1 copy of the approval from the Water Conservation Office
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>58. Native Plant Submittal:</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded. <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>59. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study • 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis 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 checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	64. Geotechnical Report	8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	68. Other:	<hr/> <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

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

Development Review Application Checklist

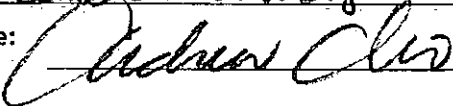
PART III – SAMPLES & MODELS

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 type="checkbox"/>	<p>69. Paint Color Drawdowns <i>Actual Samples</i> — <i>TINA GARZA - current editions</i></p> <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 type="checkbox"/>	<p>70. Exterior Building Color & Material <i>Sample Board(s): Actual Samples</i> <i>Approved</i></p> <p><u>8-1/2" x 14" material sample board(s)</u></p> <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> <u>A color elevation of one side of the building</u> 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 <i>manufacture</i> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>71. Electronic Massing Model:</p> <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) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750 foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>72. Electronic Detail Model:</p> <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) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750 foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>

Planning and Development Services Division

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<p>78. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Andrew Chi</u> Phone Number: <u>480.312.7828</u></p> <p>Coordinator email: <u>achi@scottsdaleaz.gov</u> Date: <u>10/30/15</u></p> <p>Coordinator Signature: </p> <p>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.</p> <p>This application need a: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>Required Notice</p> <p>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.</p> <p>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</p>
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Planning and Development Services Division

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

This request concerns all property identified in the development application.

Pre-application No: _____ - PA - _____

Project Name: _____

Project Address: 14950 N. 83RD PLACE

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: PATHFINDER TRF FOUR LLC
Print Name

R. RANOT STOLWORTHY
Signature
R. RANOT STOLWORTHY

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



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 checked="" 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: Scottsdale Automotive
 Property's Address: 14950 83rd place, Scottsdale AZ. 85260
 Property's Current Zoning District Designation: C-4

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner: <u>R. Randy Stolorow</u>	Agent/Applicant: <u>Paul Devers</u>
Company: <u>Pathfinder TRF Four LLC</u>	Company: <u>Cawley Architects</u>
Address: <u>21 E. Sixth St Suite 706</u>	Address: <u>730 N. 52nd St # 203</u>
Phone: <u>480-305-1960</u> Fax: <u>TEMPE AZ. 85281</u>	Phone: <u>602-393-5060</u> Fax: <u>PHX AZ. 85008</u>
E-mail:	E-mail: <u>PAUL@Cawleyarchitects.com</u>
Designer:	Engineer:
Company:	Company:
Address:	Address:
Phone: Fax:	Phone: Fax:
E-mail:	E-mail:

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).
 • This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These 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: [Signature] Agent/Applicant Signature: _____

Official Use Only Submittal Date: _____ Development Application No.: _____

27-DR-2016
06/16/16



City of Scottsdale Cash Transmittal

106839

106839
 00913117
 6/16/2016 PLN-1STOP
 KWHEELER HPDC600552
 6/16/2016 2:41 PM
 \$460.00

Received From :

PATHFINDER TRF FOUR LLC
 21 E 6TH ST SUITE 706
 TEMPE, AZ 85281
 480-305-1960

Bill To :

LGE Design Group
 740 N. 52ND ST STE 200
 PHOENIX, AZ 85008
 480-966-4001

Reference #	993-pa-2015	Issued Date	6/16/2016
Address	14950 N 83RD PL	Paid Date	6/16/2016
Subdivision	SCOTTSPARK BUSINESS CENTER UNIT 02	Payment Type	CHECK
Marketing Name		Cost Center	
MCR	243-32	County	No
APN	215-55-046	Gross Lot Area	0
Owner Information		NAOS Lot Area	0
PATHFINDER TRF FOUR LLC		Net Lot Area	0
21 E 6TH ST SUITE 706		Number of Units	1
TEMPE, AZ 85281		Density	
480-305-1960		Water Zone	
		Water Type	
		Sewer Type	
		Meter Size	
		QS	34-47

Code	Description	Additional	Qty	Amount	Account Number
3165	DEVELOP REVIEW APPLICATION	minor case	1	\$460.00	100-21300-44221

27-DR-2016
06/16/16

SIGNED BY BRAD VOKES ON 6/16/2016

Total Amount

\$460.00

(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 # 106839

To: Planning and Development Services
Division
City of Scottsdale, Arizona

From: Paul Devers, Vice President / Design
Director

Subject: Design Review Narrative for:
14950 N. 83rd Place

Date: August 09, 2016

NARRATIVE

This application is made to identify the development requirements for the remodel of the primary street elevation of an existing commercial building of approximately +/- 19,889 square foot. Of this gross square footage building area, the primary focus of this remodel is on the east elevation and south east corner of the building.

The project is located at 14590 N 83rd Place. The site is approximately 52,689 S.F. (+/- 1.20 acres) with an APN number: 215-55-046. The project will provide a façade remodel and minimal site and landscape improvements.

This site is part of an approved Design Review project number is 933 and the PA number is 2015.

Zoning, Use and Conformance:

This site is zoned C-4 with no proposed zoning change and no use permit(s) are anticipated. The project is existing and meets the required setbacks, parking and landscape coverage.

Vehicular Access and Parking:

The project will utilize two existing main access drives from N. 83rd Place into the site. Vehicles will park on three sides of the building, with employee parking on the west. The number of parking spaces provided, meets both ordinance and operational requirements for this use. Fire Truck and Refuse maneuvering are existing on the site per the City of Scottsdale development standards.

Landscape, R.O.W. and Offsite Improvements, Easements:

All R.O.W. dedications and offsite improvements are existing no additional dedications are proposed. The allowable building height per the C-4 development standards is 36'-0" The maximum proposed height is 27'-0", thus we are in compliance.

The building setbacks are existing and no new encroachments into the setbacks are proposed.

Architectural Character and Building Design:

The primary design intent with this project is to remodel the eastern building facade to provide a modern automotive related facility which supports the building users. This commercial "neighborhood" has matured and is in the heart of the older section of the Scottsdale Airpark. There is a wide variety of architectural styles existing in the area which has become synonymous with activities relating to "high end vehicles" and this facility looks to heighten that tradition.

The existing building design is mundane and monotonous composed of stucco over concrete masonry units. The new design, of the street frontage, will be more than a facelift; as the majority of the front wall will be removed. The design goal is to reinvent the architectural character of the building providing a contemporary facade that will enhance the visual quality of the surrounding neighborhood and set a new standard for redevelopment projects in the Airpark.

The materials chosen provide a balance of both sleek and textured surfaces, providing contrast and interest to the composition. The energy efficient clear glazing is supported with painted steel frames offering views to the interior enhancing the automotive uses inside. The primary walls will composed of a combination of integral color block, stucco and metal panels. The colors chosen are clean and crisp but are consistent with the goals of the design principles of the desert environment.

City of Scottsdale Design Guidelines:**Sensitive Design Principles:**

As always, we look to design in the Sonoran Desert with principles which reinforce the quality of our buildings and community. With our work, we have incorporated as many of the sensitive design principles as practical for the remodel of an existing building and are listed as follows:

1. The repurpose of this building will enhance and strengthen the existing built environment with a fresh appearance providing new energy into an evolving neighborhood.
2. The existing building orientation is not being changed.
3. The existing topography will not be affected, however due to the age and poor quality of the existing landscape: the frontage landscape will be replaced with a new desert palette of plants.

4. There are no known natural habitats or ecological processes occurring on this site.
5. The existing streetscape will be refreshed with a new landscape palette and screen walls.
6. Bicycle racks will be provided to integrate alternative modes of transportation.
7. Shade canopies are an integral component of the building design providing shelter from the elements and human scale.
8. The remodel facade faces east to the public right of way promoting visual interaction to the street. The building massing has been organized to accommodate multiple tenants. Large canopies define the entrances and provide shade and human scale.
9. A variety of materials, colors and textures have been chosen that are compatible to the desert environment and provide visual interest. Shading techniques include solid horizontal canopies extending 4' beyond the face of the glass and building overhang extending up to 5' beyond the glass that create deeper shadows protecting the glass from intense direct sunlight. Other shading techniques include vertical fins formed from the building façade providing additional solar protection. These features along with the adjacent sidewalk areas visually connect the interior and exterior spaces.
10. The building glass for the storefront systems is a low energy clear glass with insulated glass units that is protected from direct sun utilizing canopies, overhangs and vertical fins as stated in the previous paragraph.
11. The new landscape palette will be a variety of desert adaptive plants with low water consumption.
12. The new landscape palette will be a variety of desert adaptive plants with low water consumption
13. The exterior illumination will minimize glare and be compatible with the surrounding environment utilizing current lighting techniques and lighting fixtures.
14. Signage has not been determined but will be complementary to the architectural character of the building.

As always we look forward to helping bring another valued project to the City of Scottsdale and we look forward to your comment and input to the design process.

Sincerely,



Paul Devers
Design Principal
Cawley Architects, Inc.