

Case Research



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</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: 60%; vertical-align: top;"> <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 </td> <td style="width: 40%; vertical-align: top;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </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 | <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 | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course |
| <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 | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course | | | |
| <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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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of No Effect / Approval Application (form provided) <input type="checkbox"/> Archaeology Survey and Report - 3 copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies <input type="checkbox"/> Copies of Previous Archeological Research - 1 copy |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 19. ESLO Wash Modifications Development Application (application provided) <ul style="list-style-type: none"> • The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application. |

PART II -- REQUIRED PLANS & RELATED DATA

| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|-------------------------------------|--|
| | | 20. Plan & Report Requirements For Development Applications Checklist (form provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 21. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies` 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 22. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p> |

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 23. Site Plan <ul style="list-style-type: none"> • 24" x 36" 12 copies, folded ² • 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 (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 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 type="checkbox"/> | <input type="checkbox"/> | 26. Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Landscape Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format) |

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 31. Hardscape Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 32. Transitions Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 33. Parking Plan <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 34. Parking Master Plan See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 36. Bikeways & Trails Plan <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 37. Elevations <ul style="list-style-type: none"> • 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) • 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |

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| <input checked="" type="checkbox"/> | <input 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 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 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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PLEASE PROVIDE

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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 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 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 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 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 |

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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 <ul style="list-style-type: none"> • 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets |

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| <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 style="border: 0.5px solid black;"/> <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 <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): 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2" x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. 11" x 17" – 1 copy, folded of a printed digital photo of the material board 8 1/2" x 11" – 1 copy of a printed digital photo of the material board |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 71. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____ (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 72. Electronic Detail Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____ (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.) |

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 IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 73. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>696</u> -PA- <u>2016</u> . |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 74. Submit all items indicated on this checklist pursuant to the submittal requirements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 76. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request. |
| <input type="checkbox"/> | <input type="checkbox"/> | 77. Other: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

Development Review Application Checklist



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

Coordinator Name (print): _____

Phone Number: _____

Coordinator email: _____

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 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

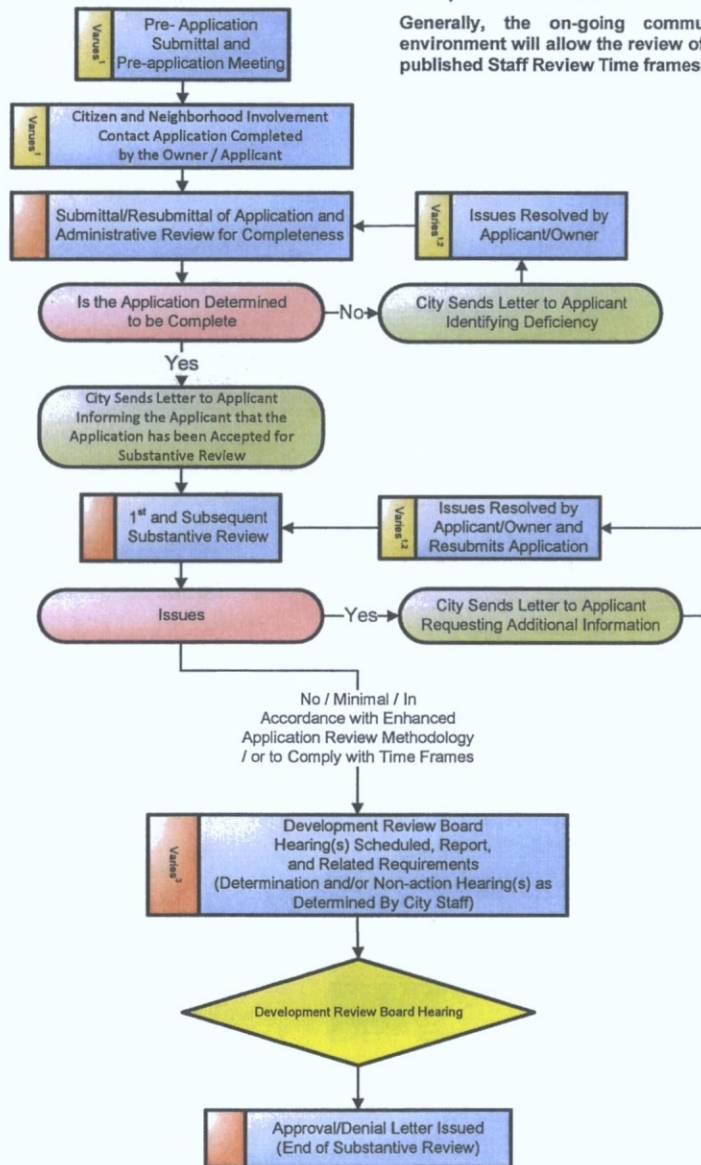
Development Review (DR and PP)

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 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 ² | |

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 84251 • Phone: 480-312-7000 • Fax: 480-312-7088



Development Applications Process

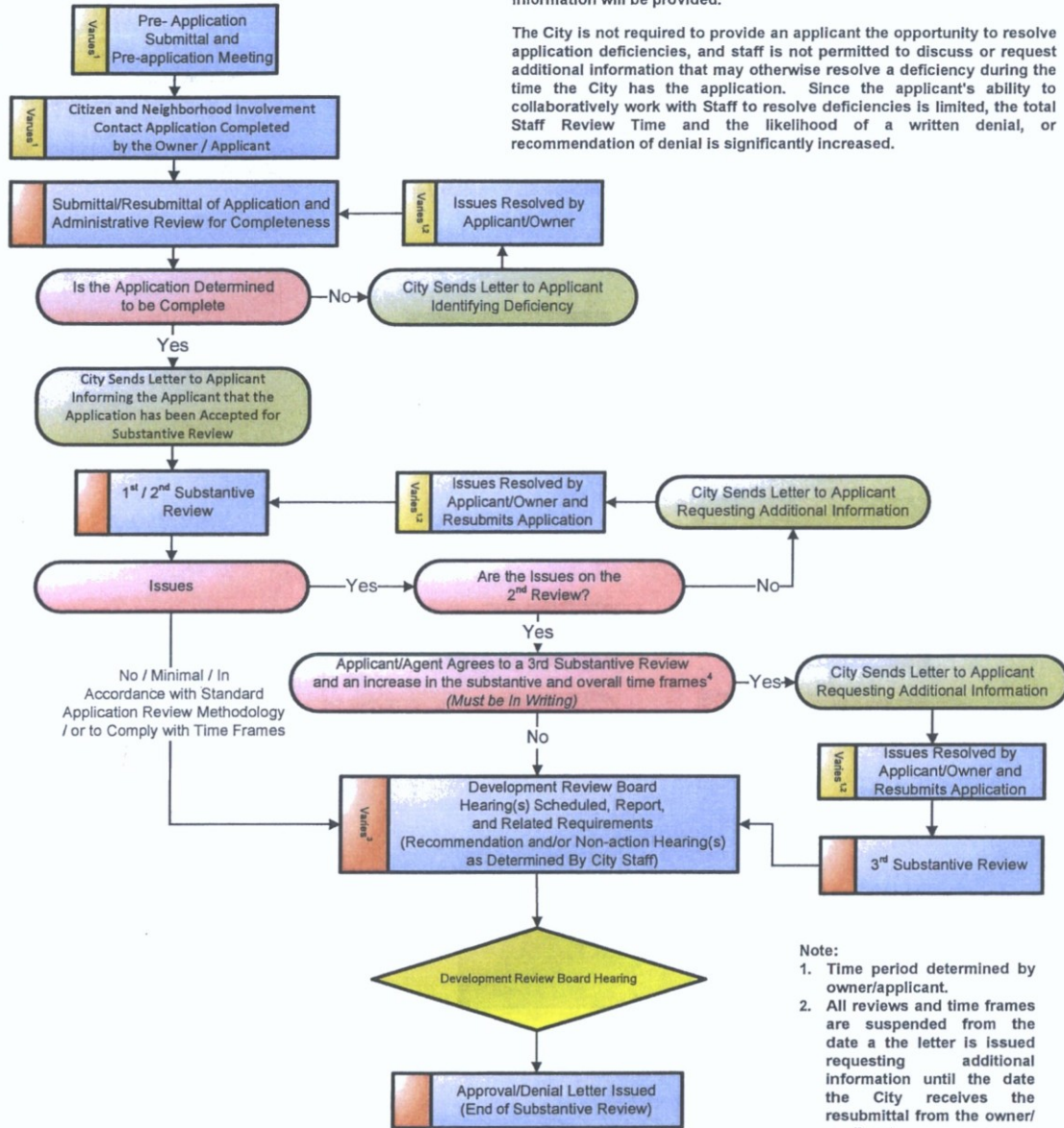
Standard Application Review

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 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 |
|---|--|---|----------------------------------|

696-PA-2016



Pre-Application Request

Purpose:

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

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


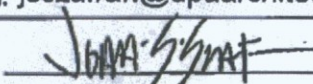
Submittal:

The completed Pre-Application request form, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website: <https://eservices.scottsdaleaz.gov/eServices/PreApps/Default.aspx>

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

Scheduling

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

| | |
|--|---|
| Project Name: <u>Landing at the Quarter</u> | |
| Property's Address: <u>15425-15475 N. Greenway-Hayden Loop</u> | APN: <u>215-44-001K</u> |
| Property's Zoning District Designation: <u>Planned Industrial District (I-1)</u> | |
| Property Details: | |
| <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other | |
| Has a 'Notice of Compliance' been issued? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide a copy with this submittal | |
| Owner: <u>K2H Airpark Design, LLC</u> | Applicant: <u>John S Szafran, AIA</u> |
| Company: <u>Victoria Properties Management, LLC</u> | Company: <u>DPA Architects, Inc.</u> |
| Address: <u>627 S. 48th Street Suite 110</u> | Address: <u>7272 East Indian School Road #214</u> |
| Phone: <u>480.776.5900</u> Fax: | Phone: <u>480.941.4222</u> Fax: |
| E-mail: <u>kmatheson@vpmanagement.com</u> | E-mail: <u>jsszafran@dpaarchitects.com</u> |
|  Owner Signature |  Applicant Signature |
| Official Use Only | Submittal Date: _____ Application No.: _____ -PA- _____ |
| Project Coordinator: _____ | |

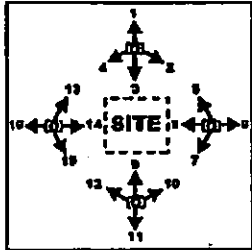


Pre-Application Request

| Development Application Type: Please check the appropriate box of the Type(s) of Application(s) you are requesting | | |
|---|---|--|
| Zoning | Development Review | Signs |
| <input type="checkbox"/> Text Amendment (TA) | <input 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 | <input type="checkbox"/> General Plan Amendment (GP) |
| <input type="checkbox"/> Hardship Exemption (HE) | <input type="checkbox"/> Subdivisions (PP) | <input type="checkbox"/> In-Lieu Parking (IP) |
| <input type="checkbox"/> Special Exception (SX) | <input type="checkbox"/> Subdivision (Minor) (MD) | <input type="checkbox"/> Abandonment (AB) |
| <input type="checkbox"/> Variance (BA) | <input type="checkbox"/> Perimeter Exceptions (PE) | <input type="checkbox"/> Single-Family Residential |
| <input type="checkbox"/> Minor Amendment (MA) | | <input type="checkbox"/> Other |

Submittal Requirements: (fees subject to change every July)

| | |
|--|--|
| <p><input checked="" type="checkbox"/> Pre-Application Fee: \$ _____ (No fees are changed for Historic Preservation (HP) properties.)</p> <p><input checked="" type="checkbox"/> Records Packet Fee: \$ _____ Processed by staff. The applicant need not visit the Records desk to obtain the packet. (Only required for ZN, II, UP, DR, PP, AB applications, or otherwise required by Staff)</p> <p><input checked="" type="checkbox"/> Application Narrative: The narrative shall describe the purpose of the request, and all pertinent information related to the request, such as, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.</p> <p><input type="checkbox"/> Property Owner Authorization Letter (Required for the SA and MS Pre-Applications)</p> <p><input checked="" type="checkbox"/> Site / Context Photographs</p> <ul style="list-style-type: none"> • Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos. • Photos shall be taken looking in towards the project site and adjacent to the site. • Photos should show adjacent improvements and existing on-site conditions. • Each photograph shall include a number and direction. • Sites greater than 500 ft. in length, also take the photo locations shown in the dashed lines. • Photos shall be provided 8 1/2 x 11 paper, max. two per page. <p><input type="checkbox"/> Other</p> | <p>• The following list of Additional Submittal Information is not required for a Pre-Application meeting, <u>unless</u> indicated below by staff prior to the submittal of this request.</p> <p>• Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.</p> <p>Additional Submittal Information</p> <p><input checked="" type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Subdivision plan</p> <p><input type="checkbox"/> Floor Plans</p> <p><input checked="" type="checkbox"/> Elevations</p> <p><input type="checkbox"/> Landscape plans</p> <p><input type="checkbox"/> H.O.A. Approval letter</p> <p><input type="checkbox"/> Sign Criteria Regulations & Language</p> <p><input type="checkbox"/> Material Samples – color chips, awning fabric, etc.</p> <p><input type="checkbox"/> Cross Sections – for all cuts and fills</p> <p><input type="checkbox"/> Conceptual Grading & Drainage Plan</p> <p><input type="checkbox"/> Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.</p> <p><input type="checkbox"/> Boundary Survey (required for minor land divisions)</p> <p><input type="checkbox"/> Areal of property that includes property lines and highlighted area abandonment request.</p> <p><input type="checkbox"/> One copy of the recorded document for the area that is requested to be abandoned. Such as: subdivision plat, map of dedication, GLO (General Land Office) federal patent roadway easement, or separate dedication document. A copy of most recorded documents to be abandoned may be purchased at the City of Scottsdale Records Dept. (480-312-2356), or the Maricopa County Recorder's Office (602-506-3535). A copy of the General Land Office (GLO) federal patent roadway easement may be purchased from the Bureau of Land Management (602-417-9200).</p> |
|--|--|





City of Scottsdale Cash Transmittal

107694

**** DUPLICATE ****

107694
10 00930023
8/30/2016 PLN-1STOP
JOGAZ HP600G1097
8/30/2016 3:31 PM
\$108.00

Received From :

DPA Architects, Inc.
7272 E INDIAN SCHOOL ROAD
SCOTTSDALE, AZ
480-941-4222

Bill To :

**** DUPLICATE ****

DPA Architects, Inc.
7272 E INDIAN SCHOOL ROAD
SCOTTSDALE, AZ
480-941-4222

Reference # 696-PA-2016

Issued Date 8/30/2016

Address 15425 N GREENWAY-HAYDEN LOOP

Paid Date 8/30/2016

Subdivision SCOTTSDALE RESEARCH PARK DEDICATION

Payment Type CREDIT CARD

Marketing Name

Lot Number

Cost Center

MCR 259-38

County No

Metes/Bounds No

APN 215-44-001K

Gross Lot Area 0

Water Zone

Owner Information

NAOS Lot Area 0

Water Type

K2H AIRPARK DESIGN LLC

Net Lot Area

Sewer Type

627 S 48TH ST STE 110

Number of Units 1

Meter Size

TEMPE, AZ 85281

Density

QS 35-45

480-303-6701

| Code | Description | Additional | Qty | Amount | Account Number |
|------|----------------------------|------------|-----|---------|-----------------|
| 3180 | PRE-APPLICATION / SA | | 1 | \$87.00 | 100-21300-44221 |
| 3199 | RECORDS PACKET FOR PREAPPS | | 1 | \$21.00 | 100-21300-44221 |

SIGNED BY JOHN SZAFRAN ON 8/30/2016

Total Amount **\$108.00**

(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 # 107694