

Case Research

Submittal Date: _____

Project No.: 659 -PA- 2014

SCOTTSDALE

Preliminary Plat (PP) Development Application Checklist

Subdivision, and Master Planned Property

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 Preliminary Plat Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application; 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 10 of this application.

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

PART I -- GENERAL REQUIREMENTS

Req'd	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"/>	1. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>24000 + 1800 per lot</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Checklist for Minimal Information to be Accepted for Review -- Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. 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. <p>Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Request to Submit Concurrent Development Applications (form provided)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. 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"/>	8. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. 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"/>	10. 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"/>	11. 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"/>	12. Preliminary Plat Notification Affidavit (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Request for Site Visits and/or Inspections Form (form provided)
		14. Addressing Requirements and Addressing Request Application (forms provided)
		15. Design Guidelines <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input checked="" type="checkbox"/> Design Standards and Policies Manual <input checked="" type="checkbox"/> MAG Supplements </div> <div> <input type="checkbox"/> Environmentally Sensitive Land Ordinance (see Zoning Ordinance) </div> </div> <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"/>	<input type="checkbox"/>	16. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> Provide one copy of the Neighborhood Notification Report Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.
		17. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (example provided) <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy of the set of prints See the attached Photo Exhibit of Existing Conditions 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). 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"/>	19. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> Certificate of No Effect / Approval Application (form provided) Archaeology Survey and Report - 3 copies Archaeology 'Records Check' Report Only - 3 copies Copies of Previous Archeological Research - 1 copy

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Historic Property <input type="checkbox"/> Historic Property Certificate of No Effect Application (form provided) <input type="checkbox"/> Historic Property Certificate of Appropriateness Application (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. 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. Short form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Preliminary Plat 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Plan & Report Requirements For Preliminary Plat Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Application Narrative <ul style="list-style-type: none"> • 8 1/2" x 11" – 11 copies 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide an explanation and justification for any proposed amended development standard(s) 3. 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"/>	25. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements) IF REQUESTING ADDITIONAL <ul style="list-style-type: none"> • 8 1/2" x 11" – 2 copies (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Proposed Covenants, Conditions, and Restrictions (CC&R'S) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Proposed Development Agreement (shared facilities, etc.) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. 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 1/2" x 11" – 1 color copy (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"/>	29. Preliminary Plat <ul style="list-style-type: none"> • 24" x 36" – 11 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 1/2" 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"/>	30. Site Plan IF PROPOSING STRUCTURE LOCATIONS <ul style="list-style-type: none"> • 24" x 36" – 12 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 1/2" 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"/>	31. 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 1/2" 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"/>	32. 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"/>	33. Construction Envelope 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 1/2" 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"/>	34. 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 1/2" 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"/>	35. 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"/>	36. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 1/2" 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 type="checkbox"/>	37. 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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. Hardscape Plan <ul style="list-style-type: none"> 24" x 36" – 2 copies, folded of black and white line drawings (a grayscale copy of the color Landscape Plan will not be accept.) 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"/>	39. 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 type="checkbox"/>	40. 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 type="checkbox"/>	41. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – 2 copies, 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"/>	42. Bikeways & Trails Plan <ul style="list-style-type: none"> 24" x 36" – 2 copies, 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"/>	43. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> 24" x 36" – 2 copies, 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"/>	44. Community Features (mail kiosk, private street signs, etc) Elevations and Details <ul style="list-style-type: none"> 24" x 36" – 2 copies, 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"/>	45. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	46. Exterior Lighting Photometric Analysis <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"/>	47. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 1/2" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	49. Drainage Report (information provided) 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. <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"/>	50. Master Drainage Plan 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. <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"/>	51. Preliminary Basis of Design Report for Water and Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> • 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52. Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> • 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	53. Water Sampling Station <ul style="list-style-type: none"> • Show location of sample stations on the preliminary plat. • Fax 8 1/2" x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. • Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	54. Water Of Approval For Fountains Or Water Features from the Water Conservation Office Please contact Elisa Klien at 480-312-5670 # PROPOSED <ul style="list-style-type: none"> 1 copy of the approval from the Water Conservation Office
<input checked="" type="checkbox"/>	<input type="checkbox"/>	55. Expansion of Participation for Water and Wastewater (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	56. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> <input checked="" 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	57. Native Plant Submittal: (information provided) <ul style="list-style-type: none"> 24" x 36" 1 – copy, folded. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) <ul style="list-style-type: none"> See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	58. 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 type="checkbox"/>	59. Landform Types Maps <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded
<input checked="" type="checkbox"/>	<input type="checkbox"/>	60. 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)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	61. 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"/>	62. Composite Factors 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 type="checkbox"/>	63. 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"/>	64. 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 type="checkbox"/>	65. 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 type="checkbox"/>	66. Other: <div style="margin-left: 20px;"> <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 (Text and drawing shall be black and white, and in the DWF format) </div>


PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	67. 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.

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<input type="checkbox"/>	<input type="checkbox"/>	68. Other:
<p align="center">PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION</p>		
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"/>	69. 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>659-PA-2014</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	70. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	71. 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"/>	72. 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"/>	73. Other: <u>TITLES FOR ALL OWNERS (ie ARS included)</u> <u>GRAPHIC SHOWING ZONING DISTRICTS</u> <u>IF NOT PLATTED TO ZONING LINES</u>
<input checked="" type="checkbox"/>		74. If you have any question regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): <u>JESUS MURILLO</u> Phone Number: <u>480.312.7849</u> Coordinator email: <u>jmurillo@scottsdaleaz.gov</u> Date: <u>10/11/14</u> Coordinator Signature: 

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