

Case Research



Rezoning

Development Application Checklist

Minimal Submittal Requirements:

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

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

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

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 11 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. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Zoning Application Fee \$ <u>2,140.⁰⁰</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application (form provided) Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" 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"/>	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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeal of Required Dedications, Exactions, or Zoning Regulations (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B. (requirements form provided)
<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 provided)
		12. Addressing Requirements (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Draft Development Agreement <ul style="list-style-type: none"> 8-1/2" x 11" – 2 copies Must adhere to the Maricopa County Recorder requirements
		14. Proposition 207 wavier or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Citizen Review Checklist: (form provided) <ul style="list-style-type: none"> Provide one copy of the Citizen Review 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 Citizen Review Report addendum.
		16. Request for Neighborhood Group/Homeowners Association (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> Affidavit of Posting for Project Under Consideration Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing. Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. School District Notification – (form provided) Required for all applications that include residential uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy of the set of prints <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <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 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)

PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		22. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Development Plan

Req'd	Rec'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies <input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> • goals and policies/approaches of the General Plan • goals and polices of the applicable Character Area Plan • architectural character, including environmental response, design principles, site development character, and landscape character <input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc) <input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards, <input type="checkbox"/> bonus provisions and justifications, <input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or <input type="checkbox"/> Historic Property – existing or potential historic property. <ul style="list-style-type: none"> ○ (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b. Legislative draft of the proposed development standards, or amended development standards (form provided) <ul style="list-style-type: none"> 8 ½" x 11" – 2 copies (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c. Legislative draft of the list of Land Uses, if proposed (PBD, SC) <ul style="list-style-type: none"> 8 ½" x 11" – 2 copies (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. A dimensioned plan indicating the proposed boundaries of the application <ul style="list-style-type: none"> 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"/>	e. 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 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 style="margin-left: 40px;"> <input checked="" type="checkbox"/> 750 foot radius from site <input type="checkbox"/> 1/4 mile radius from site <input type="checkbox"/> Other: _____ </p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Site Plan <ul style="list-style-type: none"> 24" x 36" – 16 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"/>	g. Subdivision Plan <ul style="list-style-type: none"> 24" x 36" – 16 copies, 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"/>	h. Open Space Plan (Site Plan Worksheet) (example provided) <ul style="list-style-type: none"> 24" x 36" – 1 copies, 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)

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	i. 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 checked="" type="checkbox"/>	j. 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	k. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> 24" x 36" 1 – copy, folded
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	l. Phasing Plan <ul style="list-style-type: none"> 24" x 36" – 1 copies, 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"/>	m. Landscape Plan <ul style="list-style-type: none"> All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) 24" x 36" – 2 copies, folded of 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"/>	n. Hardscape Plan <ul style="list-style-type: none"> All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> 11" x 17" – 1 copy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	o. 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 type="checkbox"/>	p. Parking Plan <i>on site plan</i> <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 color 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"/>	<p>q. 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>r. Pedestrian and Vehicular Circulation 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 1/2" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>s. 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 1/2" x 11" – 1 color copy, (quality suitable for reproduction) • 8 1/2" 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>t. Elevations Worksheet(s)</p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted.</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>u. Perspectives</p> <ul style="list-style-type: none"> • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>v. 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>w. 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>x. Roof Plan Worksheet(s)</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	y. Electronic Massing Model: <ul style="list-style-type: none"> • 11" x 17" – 1 color copy, folded • 8 ½" 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 checked="" type="checkbox"/>	z. Solar Analysis <p>The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m.</p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD).</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	aa. Exterior Lighting 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"/>	bb. 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cc. Cultural Improvement Program Plan <p>_____ Conceptual design</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) <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	dd. Sensitive Design Concept Plan and Proposed Design Guidelines <p>(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 color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ee. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> • 11" x 17" – 1 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"/>	ff. Conceptual Signage Plan <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		gg. 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 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements) </div>
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<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		24. Development Plan Booklets <ul style="list-style-type: none"> • 11" x 17" – 3 copies (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 (See Digital Submittal Plan Requirements) • 8 ½" x 11" – 3 copies on archival (acid free) paper: this is a delayed submittal that is to be made after the Planning Commission recommendation. <p>The Development Plan Booklets shall include the following:</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Application Narrative <input type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards <input type="checkbox"/> Legislative draft of the proposed List of Land Uses <input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application <input type="checkbox"/> Context Aerial with the proposed Site Plan superimposed <input type="checkbox"/> Site Plan <input type="checkbox"/> Subdivision Plan <input type="checkbox"/> Open Space Plan <input type="checkbox"/> Phasing Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Hardscape Plan <input type="checkbox"/> Transitions Plan <input type="checkbox"/> Parking Plan <input type="checkbox"/> Pedestrian and Vehicular Circulation Plan <input type="checkbox"/> Conceptual Elevations <input type="checkbox"/> Conceptual Perspectives <input type="checkbox"/> Electronic Massing Model <input type="checkbox"/> Solar Analysis <input type="checkbox"/> Exterior Lighting Plan <input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting <input type="checkbox"/> Cultural Amenities Plan <input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control) <input type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <input type="checkbox"/> Master Thematic Architectural Character Plan <input type="checkbox"/> Conceptual Signage Plan <input type="checkbox"/> Other: _____ </div> <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>25. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</p> <p>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>26. Drainage Report</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 checked="" type="checkbox"/>	<p>27. 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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>28. 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>29. 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>30. Master Plan for Water</p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. 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>31. Master Plan and Design Report for Wastewater</p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. 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 Basis of Design Report for Water including full size plans/maps in pockets

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Transportation Impact & Mitigation Analysis (TIMA) 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. <input checked="" 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 Water including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Native Plant Submittal Requirements: (form 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"/>	34. 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 type="checkbox"/>	35. Other: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>


PART III – 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"/>	36. 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>726-PA-16</u>.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. 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"/>	39. 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"/>		<p>40. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Greg Bloembergen</u> Phone Number: <u>480-312-4306</u></p> <p>Coordinator email: <u>gbloembergen@scottsdaleaz.gov</u> Date: _____</p> <p>Coordinator Signature: <u></u></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 needs 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, Neighborhood and Transportation Division, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/bldgresources/forms.</p> <p>Planning, Neighborhood and Transportation Division One Stop Shop Planning, Neighborhood & Transportation Administrator 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>

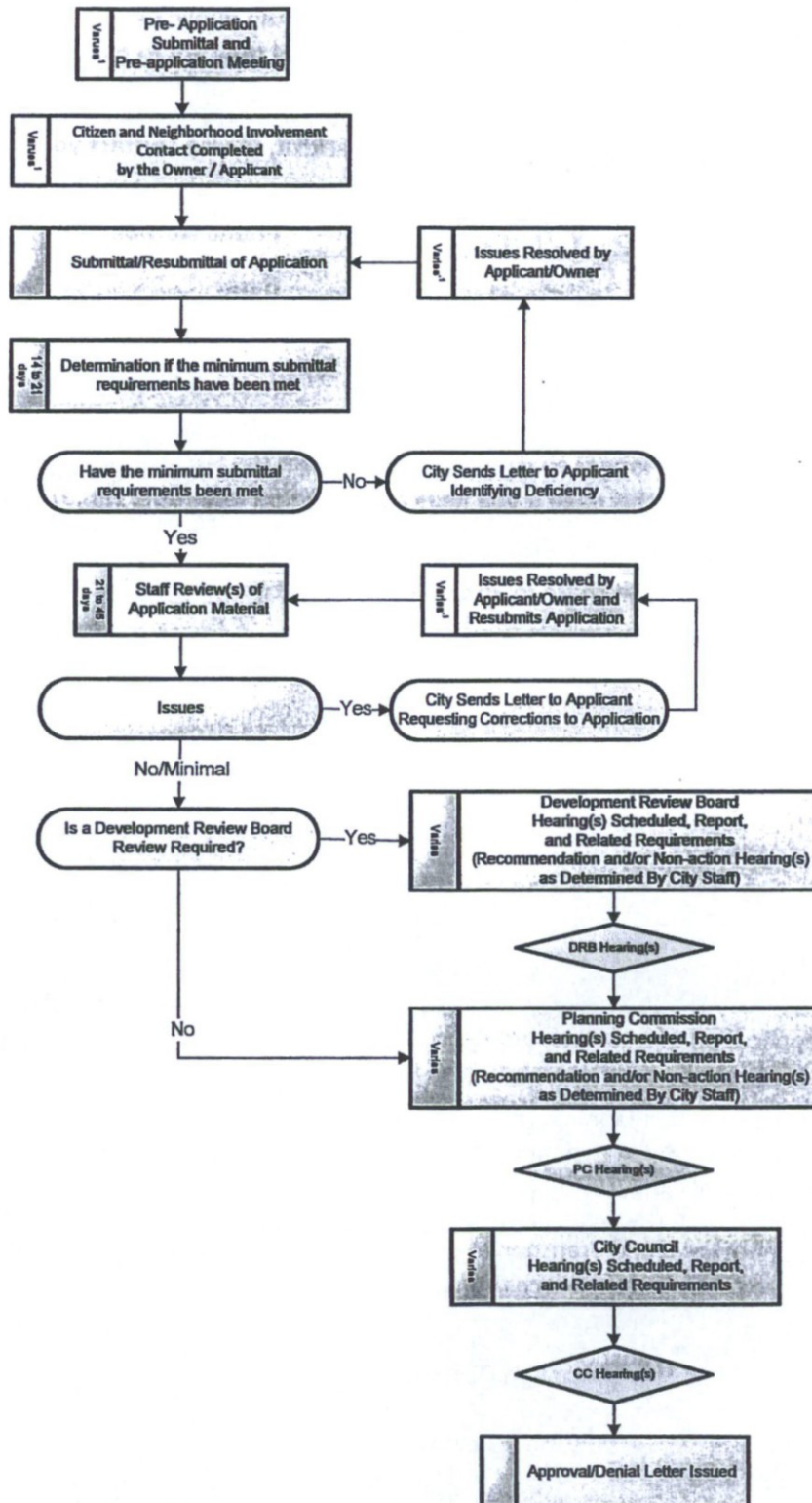
Planning and Development Services

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



Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP),
Infill Incentive (II) & Zoning District Map Amendment (ZN)



Note:

1. Time period determined by owner/applicant.

726 PA 2016

Assignment/Direction

Case Type:

GP/ZN/CWP

Coordinator

Greg B.



☐ Contact applicant; No meeting necessary yet

☒ Schedule PA meeting after next Tuesday 9/20

☐ Development Review Staff Meeting

☒ Speak with See Meredith

☐ Check History/Related Projects

☐ Be Mindful of Neighbors/HOA Approval

☐ General Plan Land Use

☐ Check Landscaping

☒ Check Parking New Use

☐ Design Guidelines

☐ CPTED

Invite to PA

☒ Long Range Penault

☒ Transportation Kercher

☐ Drainage

☐ Water/Sewer

☐ Fire

☐ Building

☒ Design Review Varner

☐ Other

☐ Airport

Invite to PA

☐ When Scheduling:

☐ Notify Team of Digital

Submittal - Check CDS Folder

☐ Send Applicant:

☐ AC Application

☐ Affidavit to Act as

Property Owner

☐ Other

ADDITIONAL NOTES:

→ Sgn plan check # 5253-16 - See ATTACHED
+ other PLAN checks

Elevation changes for mezzanine modifications (2nd floor)
+ for garage door openings

Future of Existing trees along streets

Revised 5/13/2016

That might block views of Future display ??

Erosion of industrial/employment core?



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:


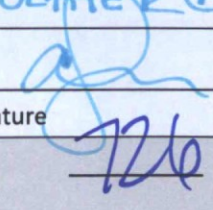
The completed Pre-Application Request form and all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website:

<https://eservices.scottsdaleaz.gov/eServices/PreApps/Default.aspx>

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

Scheduling

After the Pre-Application submittal 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>BCA 77</u>	
Property's Address: <u>7995 E PARADISE LN</u>	APN: <u>215-48-024</u>
Property's Zoning District Designation:	
Property Details:	
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input checked="" 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>BCA 77 LLC</u>	Applicant: <u>ALEXANDRA SCHUCHTER</u>
Company: <u>BCA 77 LLC</u>	Company:
Address: <u>7995 E PARADISE LN</u> Address:	
Phone:	Fax:
Phone: <u>480-205-9625</u> Fax:	
E-mail:	E-mail: <u>AESCHUCHTER@GMAIL.COM</u>
Owner Signature: 	Applicant Signature: 
Official Use Only	Submittal Date: _____ Application No.: <u>726</u> -PA- <u>2016</u>
Project Coordinator: _____	

Planning and Development Services

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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 checked="" type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> General Plan Amendment (GP)
Exemptions to the Zoning Ordinance	Land Divisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivision (PP)	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Subdivision (Minor) (MD)	<input type="checkbox"/> Adult Care (AC)
<input type="checkbox"/> Variance (BA)		<input type="checkbox"/> Single-Family Residential
<input type="checkbox"/> Minor Amendment (MN)		<input type="checkbox"/> Other:

Submittal Requirements: (fees subject to change every July)

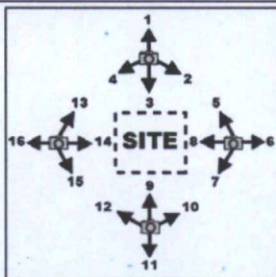
☒ Pre-Application Fee: \$_____ (No fees are charged for Historic Preservation (HP) properties.)

☐ Records Packet Fee: \$_____ Processed by staff. The applicant need not visit the Records desk to obtain the packet. (Only required when requested by Staff)

☒ 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.

☐ Property Owner Authorization Letter (Required for the SA and MS Pre-Applications)

- ☐ Site / Context Photographs
- 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.



☐ Other

- The following list of Additional Submittal Information is not required for a Pre-Application meeting, unless indicated below by staff prior to the submittal of this request.
- Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.

Additional Submittal Information

- ☐ Site Plan
- ☐ Subdivision plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Landscape plans
- ☐ H.O.A. Approval letter
- ☐ Sign Criteria Regulations & Language
- ☐ Material Samples – color chips, awning fabric, etc.
- ☐ Cross Sections – for all cuts and fills
- ☐ Conceptual Grading & Drainage Plan
- ☐ Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.
- ☐ Boundary Survey (required for minor land divisions)
- ☐ Areal of property that includes property lines and highlighted area abandonment request.
- ☐ 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).

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BCA 77, LLC

7995 E. Paradise Lane

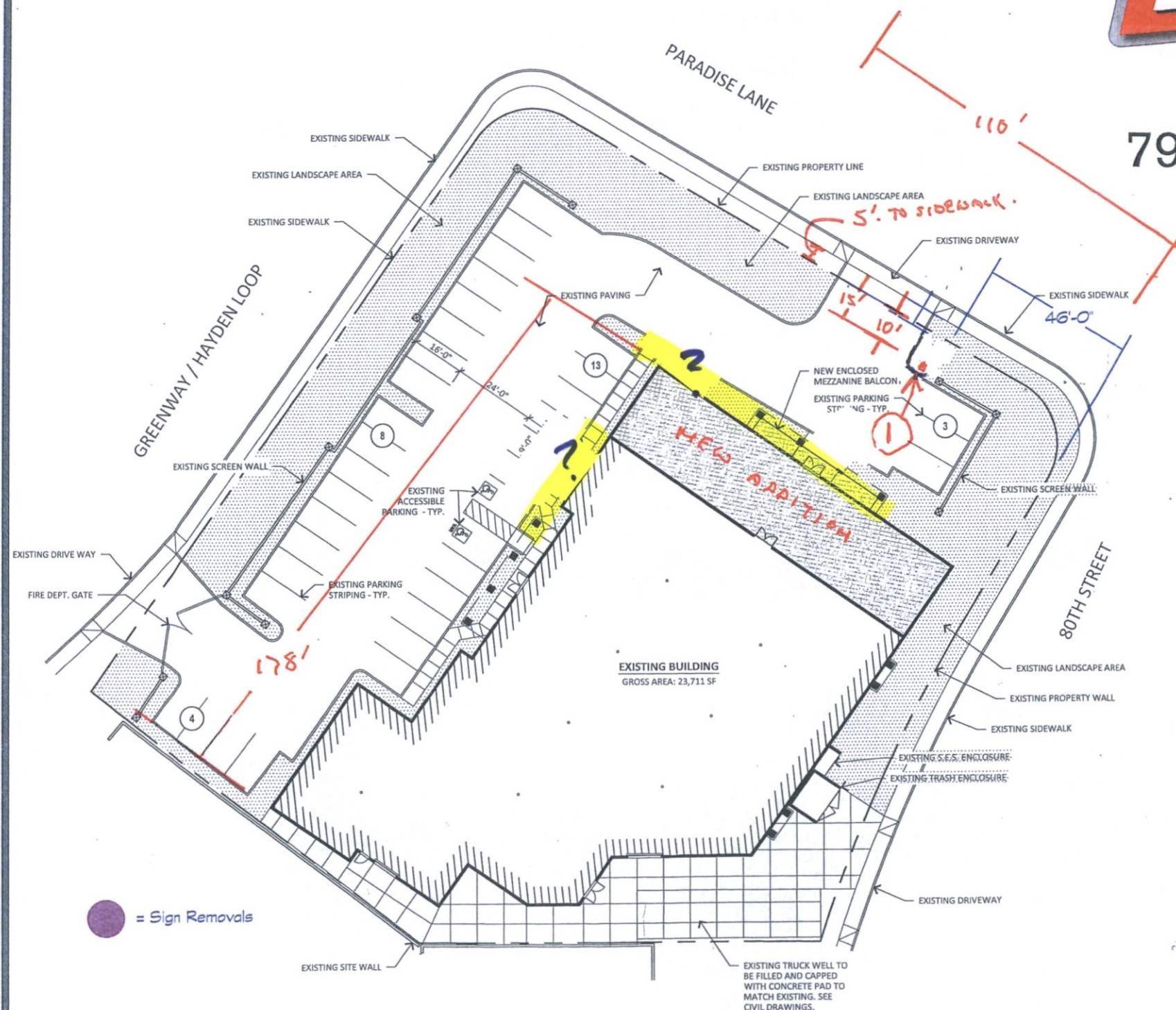
Project Narrative

Goal/Purpose of Request The applicant seeks approval to rezone the subject site from the comparable P-C zoning district I-I to General Commercial District (C-3) to amend the existing operation plan to include Vehicle Sales and Leasing. The current I-I zoning does not permit Vehicle Leasing, Sales and Rental. The site is fully developed, consisting of one large building and associated site improvements; and no changes to the site plan or building design are proposed as part of this request. The C-3 zoning allows Vehicle Leasing, Sales and Rental. The applicant may also provide Outdoor Sales and Display of vehicles on the site, but is not proposed as part of the applicant's current operation plan. Location and design of outdoor vehicle display, if proposed, would require separate review and approval by the Development Review Board.



7995 E. Paradise Ln | Scottsdale, AZ
Phase Two

Related info
726-PA-2016
City-staff provided



● = Sign Removals

SITE PLAN T=40'



VICINITY MAP NST

Client:
Brown's Classic Autos

Location:
7995 E Paradise Ln
Scottsdale, AZ

royal
sign

2631 N. 31st Ave.
Phoenix, AZ 85009
602-278-6286
royalsign.net

Project
161050

- 13 JUL 16 RKP
- 18 JUL 16 RKP
- 19 JUL 16 RKP
- 01 AUG 16 RKP
- 06 AUG 16 RKP
- 06 AUG 16 RKP
- n/a
- n/a
- n/a
- n/a

Project Manager

Warren Alvord

E-Mail

warren@royalsign.net

Approval Signatures

Client

Landlord

Customer is responsible for providing a dedicated electrical circuit within six feet of each sign location and any desired electrical timing devices.

This original unpublished drawing is submitted solely for the project being planned. It is not to be copied or shown to persons outside of your organization without express written authorization from ROYAL SIGN COMPANY. All specified details on these drawings are subject to change due to the availability of materials and/or changes in the method of fabrication. ROYAL SIGN COMPANY will do their best to maintain the design intent of these drawings at all times. If the owner or owners representative wishes to receive detail drawings on all changes during the fabrication process, ROYAL SIGN COMPANY must be advised in writing prior to the start of fabrication.

Sheet Title

Site

Page Number

1 of 7

1st
9/18/16
5753-16



Affidavit of Posting

Required: Signed, Notarized originals.

Recommended: E-mail copy to your project coordinator.

☒ **Project Under Consideration Sign (White)**

☐ **Public Hearing Notice Sign (Red)**

Case Number: 726-PA-16

Project Name: _____

Location: 7995 E Paradise Ln

Site Posting Date: December 19, 2016

Applicant Name: Diversified Partners, LLC

Sign Company Name: Dynamite Signs

Phone Number: 480-585-3031

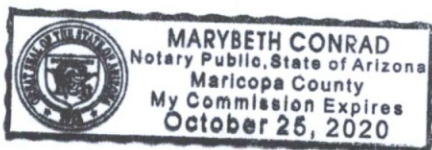
I confirm that the site has been posted as indicated by the Project Manager for the case as listed above.

Meghan Liggett
Applicant Signature

12-19-16
Date

Return completed original notarized affidavit AND pictures to the Current Planning Office no later than 14 days after your application submittal.

Acknowledged before me this the 19th day of December 2016



Marybeth Conrad
Notary Public

My commission expires: 10-25-20

City of Scottsdale -- Current Planning Division

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

