

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

THE  
**AERIES**



TOWNHOMES

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3214 N. 70TH ST. SCOTTSDALE, AZ 85251  
**DEVELOPMENT REVIEW NARRATIVE**

Submitted: April 18, 2016

Resubmitted: July 18, 2016. January 23, 2017

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**Owner/Developer:**

Landmark Homes, USA

John Kostaras

8901 E Pima Center Pkwy #100

(480) 270-6824



**Applicant:**

LVA Urban Design Studio, LLC

Keith Nichter

120 S Ash Ave, Tempe AZ 85251

(480) 994-0994



**19-DR-2016#2**

**01/23/17**

## Introduction

Landmark Homes has been providing exceptionally constructed, sustainable and innovatively designed homes and communities since 1977. True to the company's core values, Landmark Homes USA is seeking Development Review approval to create yet another distinctive, premiere, for-sale urban residential opportunity at the subject +/- .946 gross acre property located at the northwest corner of 70<sup>th</sup> Street and the Monterey Way alignment.

Currently the host of a vacant building and parking lot, this Site offers a fitting redevelopment opportunity in a uniquely prime location. This proposal for 16 high-end, for-sale single-family attached townhomes will consist of a plan to build four three-story, four-unit buildings. The plan will take advantage of the proximity to Downtown Scottsdale and the existing R-5 zoning to promote new residential opportunities near both the Downtown Core and the Scottsdale Road regional corridor. This proposed community is responsive to the City's General Plan land use designation of Urban Neighborhoods and is positioned to be valuable part of the evolving context of the greater Downtown area.

## Context

Currently unoccupied, this flat infill parcel had most recently been used by a church, who has since moved to another location. The rest of the surrounding neighborhood is an established area with a mix of commercial, employment, residential and religious uses. The Site is generally surrounded by 2-story condominiums and apartments, the First Baptist Church of Scottsdale, a 3-story townhome development under construction to the east and a single family detached residential neighborhood to the west. Specifically, the adjacent uses are as follows:

- North: Casa Granada Condominiums (R-5)
- East: Aerium Encore Townhomes Condominiums (R-5),  
Colonial Grand Apartments (R-5)
- South: Scottsdale Townhouse Apartments (R-5)
- West: Western Villa 2 (R1-7)

The project is also located within the Southern Scottsdale Character Area, which recognizes the Urban Neighborhoods land use designation of the 2001 General Plan, consistent with the proposed density. In addition, it incorporates community goals and policies consistent with - but not duplicative of - the Scottsdale General Plan elements that speak specifically to the special attributes of Southern Scottsdale and how it functions.

As described in the Area Plans Vision Statement, South Scottsdale is a diverse, sustainable community built upon vibrant neighborhoods, thriving economic corridors and innovation businesses. Aeries plans to add to this sustainable future that celebrates neighborhoods and promotes reinvestment and redevelopment as guided by the following values:

- Reinvest in underutilized properties near Southern Scottsdale's corridors.
- Provide diversity in the surrounding housing choices.
- Create a sustainable neighborhood promoting social interaction and local economy support.
- Promote alternative transportation choices/options.
- Provide opportunities for open space and public gathering places.
- Promote shade and pedestrian/ bicycle friendly streets.
- Utilize proximity to regional resources.

Through these values, Aeries will assist in transforming the Southern Scottsdale vision into the built environment of the community. Additionally, this proposal will complement the surrounding area and will help take advantage of existing infrastructure and promote the community goal of encouraging infill development.

## **Sensitive Design**

Aeries has paid special attention to the sensitivities that accompany urban infill development. The proposed site plan and building designs create architectural and design transitions between the proposed and the existing development, in order to respect the lower-scale neighborhoods. Large proposed setbacks and landscape buffers to the west, in addition to strategic building orientation, will ensure protection to the adjacent single-family development. Private yards will separate the proposed buildings from the multi-family uses to the north and south while 4,000 s.f. of frontage open space and a 25 foot landscaped buffer will be provided to the east, along 70<sup>th</sup> Street, to create an appealing street presence for the community. An existing sidewalk, lined with enhanced landscaping, will establish an attractive street environment, for residents and neighbors alike, and will connect the community with the surrounding neighborhoods and create a visually attractive spatial relationship to the adjacent developments.

The main entry to the project will be located at the midpoint of the site's 70<sup>th</sup> Street frontage. The entry experience will feature a pedestrian portal that creates a memorable gateway between the public sidewalk and the project's "front lawn" for residents and visitors alike. The architecture of the portal will utilize materials found on the buildings, and will also incorporate the same wall mounted lighting sconces

that are found inside the Site. The monument sign is located on the opposite side of the entry drive from the portal, to create a balanced composition. The sign is designed at an intentionally pedestrian scale, and ties in multiple materials found on the architecture. An automatic rolling vehicular "privacy gate" will screen the internal street traffic from offsite view. It will open to all traffic and will not require a code for access. A 3' high steel view fence just inside the property line continues the character of the low, horizontal lines established by the sign and gate, repeating the same steel mesh panels that will be used on the building balconies. The fence provides a textural, transparent backdrop for the enhanced planting arrangement that lines the public sidewalk.

The internal drive has been designed to include a minimum width of 24' of pavement to facilitate vehicle and emergency access throughout the site. Additional area is being set aside, through the application of enhanced paving, to safely guide pedestrian circulation throughout the Site from 70<sup>th</sup> Street on the east over to the refuse cans in the alley to the west. Guest parking spaces are provided toward the rear of the community with additional guest parking available along 70<sup>th</sup> street.

The architecture has been designed to create a unique soft-contemporary feel, which is set off by a mix of desert adapted plant materials and complementing accents, warmed by the application of Hardie and stone siding, wire mesh accents, and metal window extrusions. A warm and timeless color palette will be sensitive to the evolving context of this designed area over time. The design will be a logical hierarchy of masses characterized by contemporary, streamlined shells accented by varied rooflines, staggered building frontages, and spacious balconies. The variety of exterior materials, bump-outs, balconies, and windows break up the building's mass into smaller, human-sized elements, which provide visual interest and richness while reducing the overall building mass.

The three different unit types, ranging from 1,400s.f. to just under 2,000s.f., provide variation within the Site while maintaining a cohesive community. Each unit will have a private yard, two car garage as well as outdoor patios and/or balconies, which respond to the Sonoran desert environment and promote outdoor living.

With a mixture of surrounding architectural styles, the proposed architecture will enhance and strengthen the design character of the surrounding area. Rather than directly imitate the surrounding styles, Aeries will progress the architecture toward something fresh and defining with a character that remains complementary to the existing neighborhood design. The proposed Aeries architecture, materials, and open space plantings offer a new twist on the established architecture within the vicinity.

The proposed amenities for the Aeries residents have been integrated into the site in the same way that exterior spaces would be found around a large residence. Rather than program all of the amenities into one large central space, several smaller and

more intimate gathering spaces have been provided in order to enhance the overall character of the landscape, while providing opportunities for a range of passive recreational uses. Each of these spaces has a character of its own and responds to the space and microclimate created by the placement of the furnishings around it. The northernmost area will be a space where residents can sit and relax in a flexible patio space, which overlooks a lawn and barbeque area, providing an iconic place for outdoor cooking, dining and lounging. To the South, an intimate raised organic garden will provide neighbors an area to socialize and grow fresh fruits and vegetables.

## **Conclusion**

We respectfully request approval of this Development Review application as the proposed project supports the City of Scottsdale's desire to create vital, viable and desirable residential settings that are situated near an established mix of uses, as this property is. Coupled with the existing R-5 Multi-Family Residential District zoning and General Plan Land Use designation of Urban Neighborhoods, the proposed site plan, landscape plan and site designs would respond appropriately to the current urban context by contributing a fittingly located, high quality, innovatively designed residential community, the type of project at which Landmark Homes USA excels.

## Development Review Board Criteria

1. **The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards, Design Standards and Policies Manual, master plans, character plan and General Plan.**

*Response:* The proposed 16 unit single-family attached townhome development is in substantial conformance with the current General Plan Land Use of Urban Neighborhoods. The Land Use Element describes this category as areas of multi-family dwellings with densities usually more than eight dwellings per acre. Also the existing context of the proposed development is consistent with the intent of the Urban Neighborhoods category, as described generally by areas located near retail centers, offices, or other compatible non-residential uses. Consistent with the goals of the Land Use Element this use will support the balance of land uses while promoting development patterns and standards that are consistent with the surrounding area's character.

2. **The architectural character, landscaping and Site design of the proposed development shall:**

- a. **Promote a desirable relationship of structures to one another, to open spaces and topography, both on the Site and in the surrounding neighborhood;**

*Response:* Strategic placement of open spaces will promote on-site accessibility and neighborhood interaction while establishing thoughtful landscaped setbacks, which will provide visual intrigue and allow the project to integrate seamlessly within the surrounding varied uses.

- b. **Avoid excessive variety and monotonous repetition;**

*Response:* The proposed high quality architecture, staggered setbacks and curvilinear street will provide variation within a controlled unified theme in order to avoid excessive variety and monotonous repetition.

- c. **Recognize the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;**

*Response:* Residences will respond to the desert climate through the implementation of deep roof overhangs, recessed windows, shaded rear patios, and 15 deep recessed balconies for shade as a part of the design. Elements such as durable siding and materials will be designed to hold up to the harsh sun and provide relief in hot summers. The yards and balconies take advantage of Arizona's climate to promote three-season outdoor living.

- 3. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas and pedestrian ways shall be so designed as to promote safety and convenience.**

*Response:* At this location, 70<sup>th</sup> Street is classified as a suburban local collector and has 60' of dedicated right of way. Given the context of the site and the surrounding amenities, the proposed development will help emphasize the pedestrian relationship between surrounding land uses in an effort to reduce the demand, distance and frequency of automotive trips.

- 4. If provided, mechanical equipment, appurtenances and utilities, and their associated screening shall be integral to the building design.**

*Response:* All mechanical equipment, appurtenances, and utilities will be screened by both the building parapet and associated Site walls that are integral with the building and architectural design. Trash will be discretely located and oriented toward the rear of the Site for alley pickup.



# Development Application

### Development Application Type:

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

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

Project Name: AERIES

Property's Address: 3214 N 70TH STREET SCOTTSDALE, AZ 85251

### Property's Current Zoning District Designation:

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

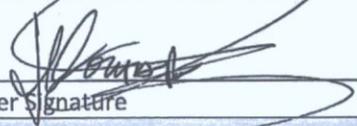
<b>Owner:</b>	<b>Agent/Applicant:</b> JOHN KOSTARAS
<b>Company:</b> LANDMARK HOMES, USA	<b>Company:</b> LANDMARK HOMES, USA
<b>Address:</b> 8910 E PIMA CENTER PKWY #100	<b>Address:</b> 8901 E PIMA CENTER PKWY #100
<b>Phone:</b> (480) 270-6824 <b>Fax:</b>	<b>Phone:</b> (480) 270-6824 <b>Fax:</b>
<b>E-mail:</b> JOHN.L@LANDMARKGROUP.CA	<b>E-mail:</b> JOHN.L@LANDMARKGROUP.CA
<b>Designer:</b> KIETH NICHTER	<b>Engineer:</b> MARCUS REED
<b>Company:</b> LVA URBAN DESIGN STUDIO	<b>Company:</b> EPSILON ENGINEERING & MATERIAL
<b>Address:</b> 120 S ASH AVE TEMPE, AZ	<b>Address:</b> 13765 W AUTO DR.
<b>Phone:</b> (480) 994-0994 <b>Fax:</b>	<b>Phone:</b> (623) 882-9928 <b>Fax:</b>
<b>E-mail:</b> KNICHTER@LVADESIGN.COM	<b>E-mail:</b> MREED@EPSILONENGINEERING.COM

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

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

**Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

  
Owner Signature

  
Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

Planning, Neighborhood & Transportation

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 Phone: 480-312-7

City of Scottsdale's Website: www.scottsdaleaz.gov

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**19-DR-2016#2**

**01/23/17**

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# City of Scottsdale Cash Transmittal

## # 109360

109360  
 1 00984990  
 1/23/2017 PLH-1STOP  
 KWHEELER HPDC600552  
 1/23/2017 10:26 AM  
 \$460.00

**Received From :**

Landmark Homes USA  
 8901 E PIMA CENTER PKWY STE 100  
 SCOTTSDALE, AZ 85258  
 480-270-6824

**Bill To :**

LVA URBAN DESIGN STUDIO  
 120 S ASH AVE  
 TEMPE, AZ 85281  
 480-994-0994

**Reference #** 1011-pa-2015  
**Address** 3214 N 70TH ST  
**Subdivision**

**Issued Date** 1/23/2017  
**Paid Date** 1/23/2017  
**Payment Type** CHECK

**Marketing Name**  
**MCR**  
**APN** 130-14-011

**Lot Number**  
**County** No  
**Gross Lot Area** 0  
**NAOS Lot Area** 0  
**Net Lot Area** 0  
**Number of Units** 1  
**Density**

**Cost Center**  
**Metes/Bounds** No  
**Water Zone**  
**Water Type**  
**Sewer Type**  
**Meter Size**  
 QS 15-44

**Owner Information**  
 Gods Grace Church  
 3214 N 70TH ST  
 SCOTTSDALE, AZ 85251  
 480-675-8284

**19-DR-2016#2**  
**01/23/17**

Code	Description	Additional	Qty	Amount	Account Number
3178	DEVELOP REVIEW APPLICATION MCD	Revision	1	\$460.00	100-21300-44221

SIGNED BY ANNE VOSS ON 1/23/2017

Total Amount

**\$460.00**

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

**TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 109360**

LVA  
LANDMARK

Submittal Date: \_\_\_\_\_ Project No.: 1011 -PA- 2015

# 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	Req'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"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>460</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

### Planning and Development Services

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

## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	12. Addressing Requirements (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	13. Design Guidelines <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input checked="" type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> </ul> </div> <div style="width: 35%;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul> </div> </div> <ul style="list-style-type: none"> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> <li>• Provide one copy of the Neighborhood Notification Report</li> <li>• Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report</li> <li>• If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	15. Request for Neighborhood Group Contact Information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2" x 11" Paper (form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy of the set of prints</li> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> <li>• 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.</li> </ul>

### Planning and Development Services

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## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>17. Archaeological Resources (information sheets provided)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of No Effect / Approval Application (form provided)</li> <li><input type="checkbox"/> Archaeology Survey and Report - 3 copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies</li> <li><input type="checkbox"/> Copies of Previous Archeological Research - 1 copy</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>18. Completed Airport Vicinity Development Checklist - Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> <li><input type="checkbox"/> Heliport (requires a Conditional Use Permit)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>19. ESLO Wash Modifications Development Application (application provided)</p> <ul style="list-style-type: none"> <li>• The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.</li> </ul>
<b>PART II -- REQUIRED PLANS &amp; RELATED DATA</b>		
<b>Req'd</b>	<b>Rec'd</b>	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	20. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>21. Application Narrative</p> <ul style="list-style-type: none"> <li>• 8 1/2" x 11" - 4 copies</li> </ul> <ol style="list-style-type: none"> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>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.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p>22. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 color copies, folded</li> <li>• 11" x 17" - 1 color copy</li> <li>• 8 1/2" x 11" - 1 color copies (quality suitable for reproduction)</li> </ul> <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

### Planning and Development Services

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

## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>23. Site Plan <i>For Reference</i></p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 copies, folded</li> <li>• 11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>24. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 copies, folded</li> <li>• 11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 copies, folded</li> <li>• 11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>26. Site Cross Sections</p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 - copy, folded</li> <li>• 11" x 17" 1 - copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>27. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 copies, folded</li> <li>• 11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>28. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 - copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>29. Phasing Plan</p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 copies, folded</li> <li>• 11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>30. Landscape Plan</p> <ul style="list-style-type: none"> <li>• 24" x 36" - 2 copies, folded of black and white line drawings (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

### Planning and Development Services

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## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>31. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>32. Transitions Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>33. Parking Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>34. Parking Master Plan</b></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"> <li>• 8-1/2" x 11" - 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>35. Pedestrian and Vehicular Circulation</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>36. Bikeways &amp; Trails Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>37. Elevations</b> <i>w/ window details</i></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.)</li> <li>• 24" x 36" – 2 color copies, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy, (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

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## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>38. Elevations Worksheet(s)</b></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"> <li>• 24" x 36" – 2 copies, folded</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>39. Perspectives</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>40. Streetscape Elevation(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>42. Floor Plans <i>For Reference</i></b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>43. Floor Plan Worksheet(s)</b></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>44. Roof Plan Worksheet(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>45. Sign Details</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> </ul>

## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>47. Exterior Lighting Photometric Analysis (policy provided)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>48. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>49. Cultural Improvement Program Plan</b></p> <p style="margin-left: 40px;">_____ Conceptual design of location</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 color copies (quality suitable for reproduction)</li> <li>• 1 – copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art)</li> </ul> <p style="margin-left: 40px;">_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>50. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>51. Master Thematic Architectural Character Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>52. Drainage Report (information provided)</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets:</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>53. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets:</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>

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## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>54. Preliminary Basis of Design Report for Water and Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>55. Preliminary Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>56. Water Sampling Station</b></p> <ul style="list-style-type: none"> <li>• Show location of sample stations on the site plan.</li> <li>• Fax 8 1/2" x 11" copy of the site plan with sampling stations to the Water Quality Division.</li> <li>• Attn: Craig Miller, Fax 480-312-8728/ Phone 480-312-8743</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</b></p> <p>Please contact Elisa Klein at 480-312-5670</p> <ul style="list-style-type: none"> <li>• 1 copy of the approval from the Water Conservation Office</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>58. Native Plant Submittal:</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 - copy, folded.</li> </ul> <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>59. Transportation Impact &amp; Mitigation Analysis (TIMA) (Information provided)</b></p> <p>Please review the City's Design Standards &amp; Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers; and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> </ul> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets</li> </ul>

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## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>60. Revegetation Site Plan, including Methodology and Techniques</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>61. Cuts and Fills Site Plan</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>62. Cuts and Fills Site Cross Sections</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>63. Environmental Features Map</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<p>65. Unstable Slopes / Boulders Rolling Map</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>66. Bedrock &amp; Soils Map</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>67. Conservation Area, Scenic Corridor, Vista Corridor Plan</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>68. Other:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 24" x 36" – _____ copy(ies), folded</li> <li><input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction)</li> <li><input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction)</li> <li><input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements)</li> </ul>

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## Development Review Application Checklist

PART III – SAMPLES & MODELS		
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 checked="" type="checkbox"/>	<p><del>69. Paint Color Drawdowns</del></p> <ul style="list-style-type: none"> <li>• 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>70. Exterior Building Color &amp; Material Sample Board(s):</del></p> <p>8-1/2" x 14" material sample board(s)</p> <ul style="list-style-type: none"> <li>• The material sample board shall include the following:               <ul style="list-style-type: none"> <li>○ A color elevation of one side of the building</li> <li>○ 3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>○ 2" x 2" of proposed paint colors</li> <li>○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> <li>• 11" x 17" – 1 copy, folded of a printed digital photo of the material board</li> <li>• 8 1/2" x 11" – 1 copy of a printed digital photo of the material board</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>71. Electronic Massing Model:</del></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <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"/>	<p><del>72. Electronic Detail Model:</del></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <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>



# Development Review Application Checklist

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

Coordinator Name (print):

Jeff Barnes

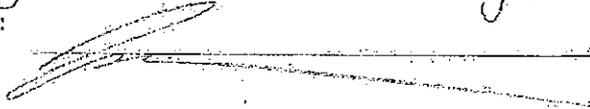
Phone Number: 480-312-2376

Coordinator email:

jbarnes@scottsdaleaz.gov

Date: 12/28/16

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: 19-DR-2016

### 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, 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' 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

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# Development Applications Process

## Enhanced Application Review

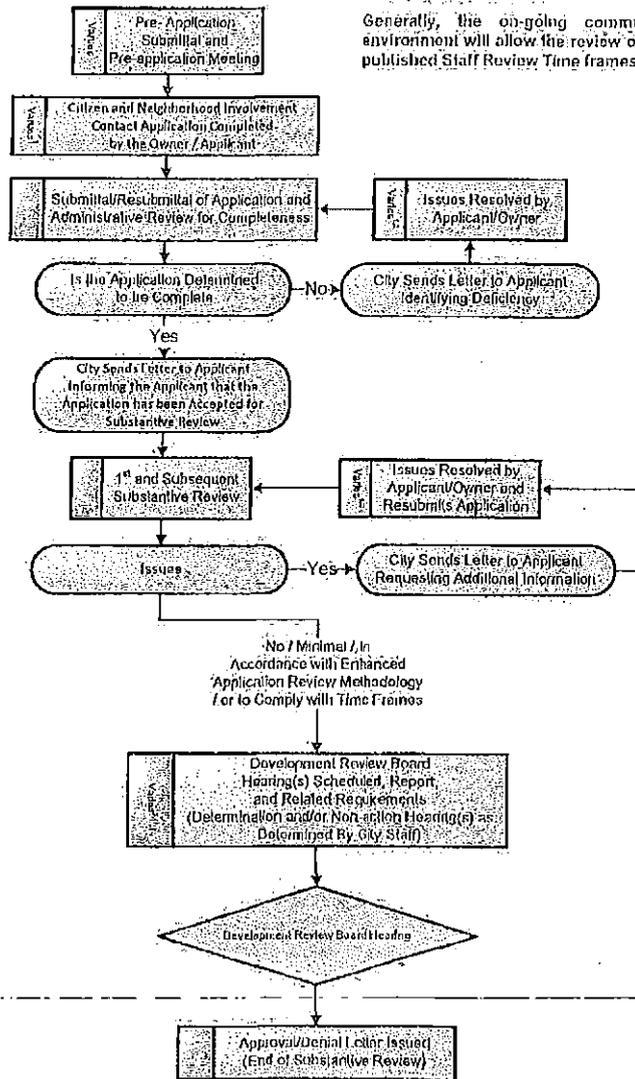
### Development Review (DR and PP)

#### 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: 45 Staff Working Days Per Review	Substantive Review: 95 Total Staff Working Days Multiple Reviews in This Time Frame	Public Hearing Process: Time Frames Vary	Approval/Denial Letter Issued
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Planning and Development Services  
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# Development Applications Process

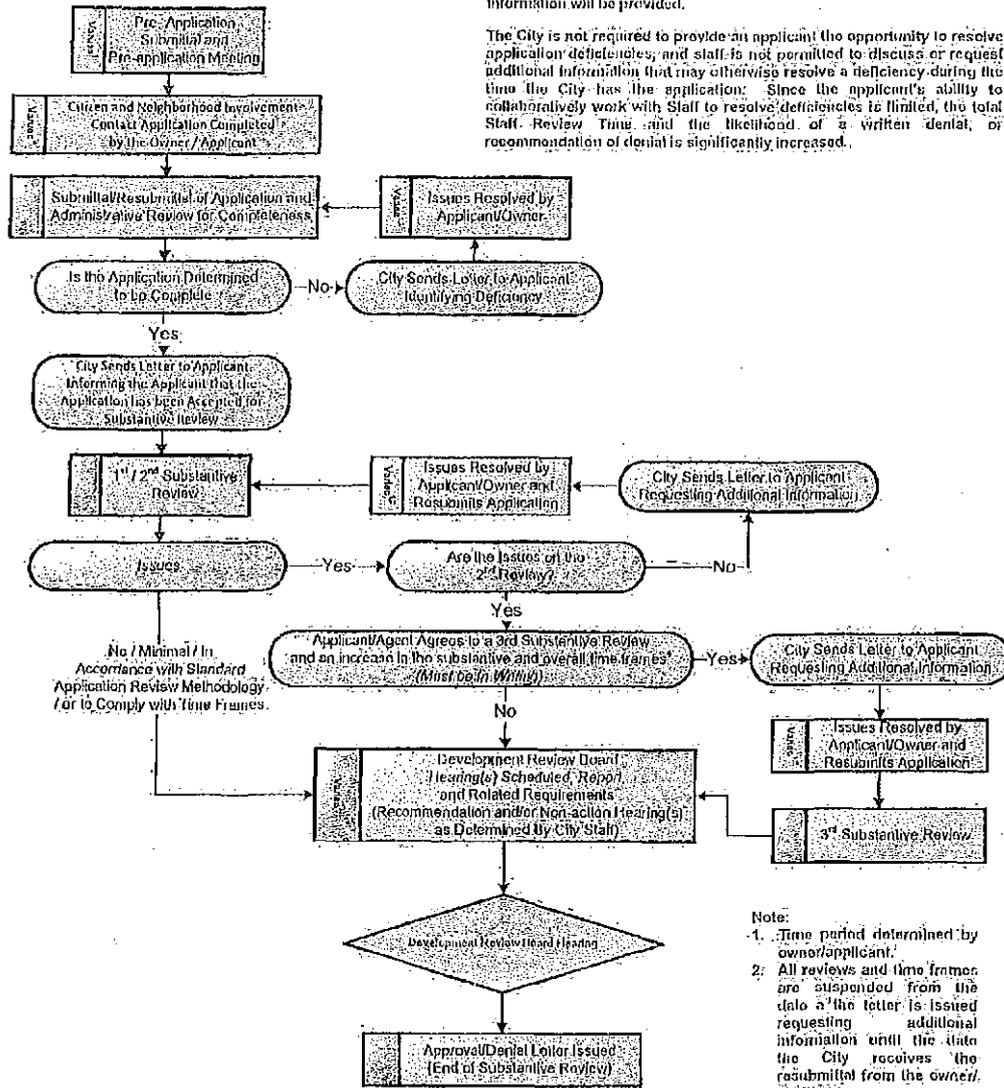
## Standard Application Review

### 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 of 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 60 percent.

**Time Line**

Administrative Review <i>15-20 calendar days</i>	Substantive Review <i>95 total staff working days, two reviews in this time frame</i>	Public Hearing Process <i>Time Frames Vary</i>
Approval/Denial Letter Issued		

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