

## **Case Research**

# Development Review

## Development Application Checklist



### Minimal Submittal Requirements:

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

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

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

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

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

### PART I -- GENERAL REQUIREMENTS

| Req'd                               | Rec'd                    | Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Development Review Application Checklist (this list)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Application Fee \$ <u>1515.00</u> (subject to change every July)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <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 type="checkbox"/> | 5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)   |

### Planning and Development Services

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|---|--|---|---|--|
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | <b>6. Affidavit of Authorization to Act for Property Owner</b> (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"/>   | <b>7. Appeals of Required Dedications or Exactions</b> (form provided)  |   |  |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | <b>8. Commitment for Title Insurance – No older than 30 days from the submittal date</b> (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"/>   | <b>9. Legal Description:</b> (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"/>   | <b>10. Results of ALTA Survey (24" x 36") FOLDED</b> <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"/>   | <b>11. Request for Site Visits and/or Inspections Form</b> (form provided)  |   |  |
|   |  | <b>12. Addressing Requirements</b> (form provided)  |   |  |
|   |  | <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> <b>13. Design Guidelines</b> <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 type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> <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> </td> <td style="width: 40%; vertical-align: top;"> <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> </td> </tr> </table> | <b>13. Design Guidelines</b> <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 type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> <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> | <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> |
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| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | <b>14. Neighborhood Notification Process Requirements:</b> (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> <div style="text-align: right; color: blue; font-style: italic; font-size: small;">                     may be doubled up with the MUMSP                 </div>   |   |  |
|   |  | <b>15. Request for Neighborhood Group Contact information</b> (form provided)   |   |  |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | <b>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> (form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy of the set of prints</li> <li>• <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - 11 copies of the set of prints (<b>Delayed submittal</b>). 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>   |   |  |

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|                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <b>17. Archaeological Resources</b> (information sheets provided) <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>                       |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <b>18. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <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> |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <b>19. ESLO Wash Modifications Development Application</b> (application provided) <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>   |

### PART II -- REQUIRED PLANS & RELATED DATA

| Req'd                               | Rec'd                    | Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>  |
|-------------------------------------|--------------------------|--|
|                                     |                          | <b>20. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>21. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies`</li> <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> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>22. Context Aerial with the proposed site improvements superimposed</b> <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 ½" 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> |

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|                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <p><b>23. Site Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 12 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 type="checkbox"/>            | <p><b>24. Site Details</b><br/>(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 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <p><b>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</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>  |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <p><b>26. Site Cross Sections</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> <li>• 11" x 17" 1 – copy, folded</li> </ul>   |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <p><b>27. Natural Area Open Space Plan (ESL Areas)</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>  |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <p><b>28. Topography and slope analysis plan (ESL Areas)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> </ul>  |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <p><b>29. Phasing 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> </ul>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <p><b>30. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u><br/>(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> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul> |

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>31. Hardscape Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u><br/>(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"/> | <b>32. Transitions Plan</b> <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"/> | <b>33. Parking Plan</b> <i>on site plan</i> <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"/> | <b>34. Parking Master Plan</b> <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"/> | <b>35. Pedestrian and Vehicular Circulation</b> <i>on site plan</i> <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"/> | <b>36. Bikeways &amp; Trails Plan</b> <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 type="checkbox"/>            | <b>37. Elevations</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 folded black and white line drawing copies<br/>(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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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>38. Elevations Worksheet(s)</b><br>Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <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"/> | <b>39. Perspectives</b> <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 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>40. Streetscape Elevation(s)</b> <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 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b> <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 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>42. Floor Plans</b> <i>conceptual</i> <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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>43. Floor Plan Worksheet(s)</b><br>(Required for restaurants, bars or development containing there-of, and multi-family developments): <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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>44. Roof Plan Worksheet(s)</b> <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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>45. Sign Details</b> <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 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> </ul> |

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| <input checked="" 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 checked="" 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 checked="" 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>_____ 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 ½" 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>_____ 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></p> <p>(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 ½" 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 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>52. Drainage Report (information provided) <i>specific to the scope</i></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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|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b>54. Preliminary Basis of Design Report for <u>Water and Wastewater</u></b> <i>optional</i></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 checked="" 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>   |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <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>   |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <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>  |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <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>  |
| <del><input type="checkbox"/></del> | <del><input type="checkbox"/></del> | <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> |

### Planning and Development Services

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## Development Review Application Checklist

|                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>60. Revegetation Site Plan, including Methodology and Techniques</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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>61. Cuts and Fills Site 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> </ul>   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>62. Cuts and Fills Site Cross Sections</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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>63. Environmental Features Map</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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>64. Geotechnical Report</b></p> <p>8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets</p>   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>65. Unstable Slopes / Boulders Rolling Map</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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>66. Bedrock &amp; Soils Map</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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b>67. Conservation Area, Scenic Corridor, Vista Corridor 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> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b>68. Other:</b></p> <hr/> <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> |

### Planning and Development Services

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## Development Review Application Checklist


| <b>PART III – SAMPLES &amp; MODELS</b> |                          |  |
|--|--------------------------|--|
| Req'd                                  | Rec'd                    | Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>  |
| <input checked="" type="checkbox"/>    | <input type="checkbox"/> | <b>69. Paint Color Drawdowns</b> <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 type="checkbox"/> | <b>70. Exterior Building Color &amp; Material Sample Board(s):</b><br>8-1/2" x 14" material sample board(s) <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 type="checkbox"/>               | <input type="checkbox"/> | <b>71. Electronic Massing Model:</b> <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> Scaled model indicating building masses on the site plan and the mass of any building within:<br>_____ 750 foot radius from site<br>_____ Other: _____<br>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <b>72. Electronic Detail Model:</b> <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> Scaled model indicating building masses on the site plan and the mass of any building within:<br>_____ 750 foot radius from site<br>_____ Other: _____<br>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)   |



## 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: 3/13/17  
Coordinator Signature: 

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a:  New Project Number, or  
 A New Phase to an old Project Number: \_\_\_\_\_

### Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, 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

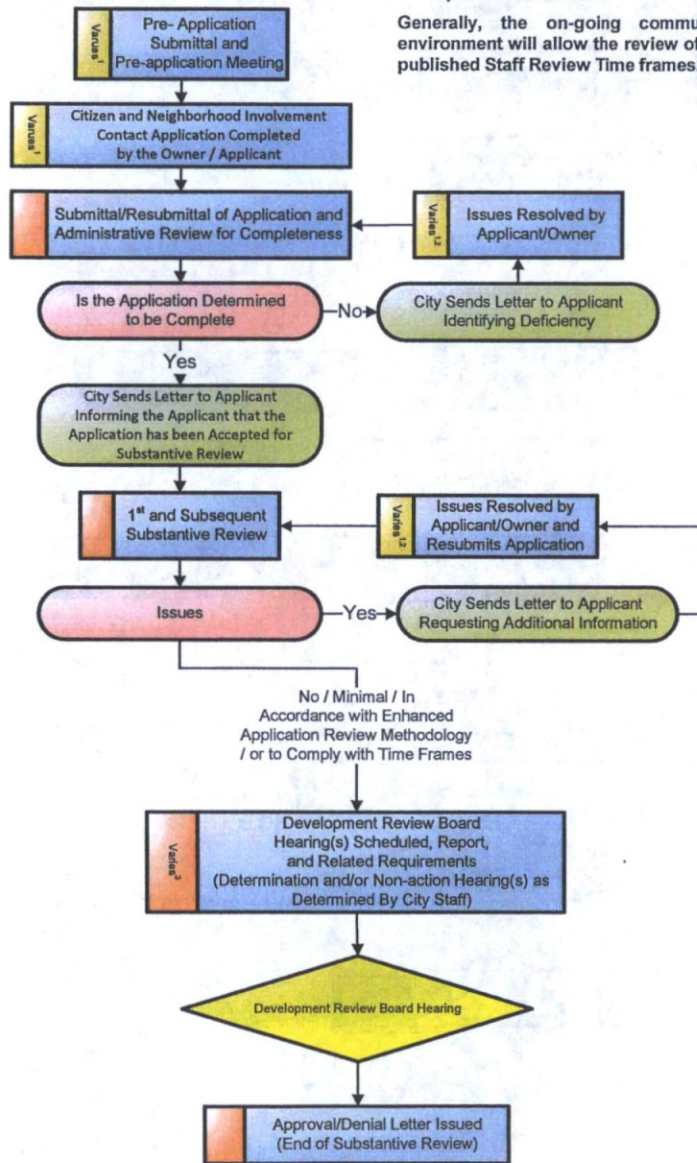
### Development Review (DR and PP)

#### 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 the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

#### Time Line

|   |   |   |                               |
|---|---|---|-------------------------------|
| Administrative Review<br>15 Staff Working Days Per Review | Substantive Review<br>95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup> | Public Hearing Process<br>Time Frames Vary <sup>2</sup> | Approval/Denial Letter Issued |
|---|---|---|-------------------------------|

Planning and Development Services

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# Development Applications Process

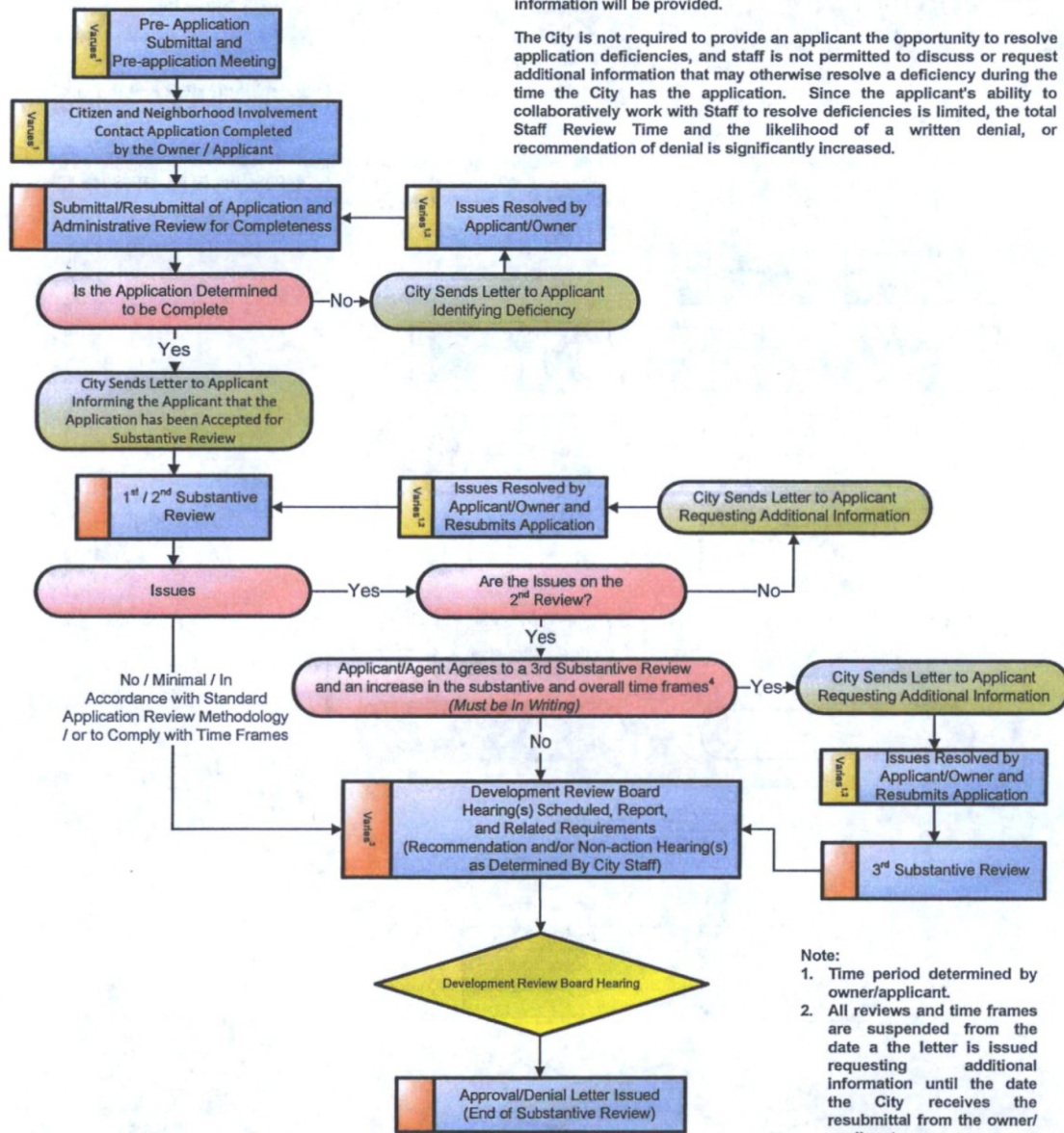
## Standard Application Review

### 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 the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



- Note:**
1. Time period determined by owner/applicant.
  2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
  3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
  4. Owner/applicant may agree to extend the time frame by 50 percent

**Time Line**

|   |  |   |                                  |
|---|--|---|----------------------------------|
| Administrative Review<br>15 Staff Working Days Per Review | Substantive Review<br>95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup> | Public Hearing Process<br>Time Frames Vary <sup>3</sup> | Approval/Denial<br>Letter Issued |
|---|--|---|----------------------------------|



*17-UP-2008 - PARC  
8-UP-2008 - 10*

# Conditional Use Permit

## 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 8 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. Conditional Use Permit Application Checklist (this list)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Application Fee \$ <del>500</del> <u>615</u> (subject to change every July)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <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> 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. |

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## Conditional Use Permit Application Checklist

|                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4. <b>Request to Submit Concurrent Development Applications</b> (form provided)   |
|                                     |                                     | 5. <b>Proposition 207 waiver or refusal</b> (Delay submittal until after the Planning Commission Hearing (sample agreement information provided)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 6. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 7. <b>Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner(form provided)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 8. <b>Appeal of Required Dedications, Exactions, or Zoning Regulations</b> (form provided)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 9. <b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> (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"/>            | 10. <b>Legal Description:</b> (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 checked="" type="checkbox"/> | 11. <b>Request for Site Visits and/or Inspections</b> (form provided)   |
|                                     |                                     | 12. <b>Addressing Requirements</b> (form provided)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 13. <b>Neighborhood Notification Process Requirements:</b> (form provided) <ul style="list-style-type: none"> <li>• Provide one copy of 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>   |
|                                     |                                     | 14. <b>Request for Neighborhood Group/Homeowners Association</b> (form provided)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 15. <b>Site Posting Requirements:</b> (form provided (white and red signs) <ul style="list-style-type: none"> <li>• Affidavit of Posting for Project Under Consideration</li> <li>• Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing)</li> <li>• Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing)</li> </ul> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 16. <b>Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper –</b> (form provided) <ul style="list-style-type: none"> <li>• Provide 1 color original set and 1 - 8-1/2" x 11"</li> </ul>   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 17. <b>Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 18. <b>Completed Airport Vicinity Development Checklist –</b> Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> </ul>  |

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## Conditional Use Permit Application Checklist

### 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.   |
|-------------------------------------|--------------------------|--|
|                                     |                          | <b>19. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>20. Results of ALTA Survey (24" x 36") FOLDED</b> <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <b>21. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> <li>a. The application narrative shall include:                             <ul style="list-style-type: none"> <li>• A one paragraph explanation of the request. This shall be no greater than a half page.</li> <li>• Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response.</li> <li>• Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response.                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Bar</li> <li><input type="checkbox"/> Live Entertainment</li> <li><input checked="" type="checkbox"/> Other <i>mumspr criteria Section 1.502</i></li> </ul> </li> </ul> </li> <li>b. 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> </ul> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>22. Security, Maintenance &amp; Operations Plan</b> (form provided) <ul style="list-style-type: none"> <li>• Required for any of the following uses:                                     <ul style="list-style-type: none"> <li>▪ Live entertainment (other than DJ)</li> <li>▪ Medical Marijuana Use / Caregiver Cultivation</li> </ul> </li> <li>• The Security, Maintenance &amp; Operations Plan shall accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>23. Public Safety Plan</b> (form provided) <ul style="list-style-type: none"> <li>• Required for any of the following uses:                                     <ul style="list-style-type: none"> <li>▪ Establishments that require age verification for admittance, such as a Bar</li> <li>▪ Teen dance centers</li> <li>▪ Adult uses</li> <li>▪ Establishments that have a Disc Jockey (DJ)</li> </ul> </li> <li>• The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>   |

#### Planning and Development Services

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## Conditional Use Permit Application Checklist

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>24. Context Aerial with the proposed site improvements superimposed</b></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 ½" x 11" – 1 color copy (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><u>  X  </u> 750 foot radius from site<br/> <u>      </u> 1/4 mile radius from site<br/> <u>      </u> Other: _____</p> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>25. Site Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 11 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copies (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 type="checkbox"/> | <p><b>26. Open Space Plan (Site Plan Worksheet) (sample provided)</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 type="checkbox"/> | <p><b>27. Natural Area Open Space Plan (ESL Areas)</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> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>28. Topography and slope analysis plan (ESL Areas)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>29. Landscape Plan</b> <i>Conceptual for new water building (if you have them)</i></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u><br/> (a grayscale copy of the color Landscape Plan will not be accepted.)</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 type="checkbox"/> | <p><b>30. Hardscape Plan</b> <i>on site plan</i></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u><br/> (a grayscale copy of the color Landscape Plan will not be accepted.)</li> <li>• 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)</li> </ul>   |

### Planning and Development Services

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## Conditional Use Permit Application Checklist

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>31. Parking Plan</b> <i>on site plan</i></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 color 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><b>32. Parking Master Plan</b> <i>on site plan</i></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 type="checkbox"/> | <input type="checkbox"/> | <p><b>33. Pedestrian and Vehicular Circulation Plan</b> <i>on site plan</i></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 type="checkbox"/> | <input type="checkbox"/> | <p><b>34. Elevations</b> <i>* if you have them</i></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 folded black and white line drawing copies<br/>(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> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>35. Floor Plans</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>36. 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>   |

### Planning and Development Services

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

## Conditional Use Permit Application Checklist

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>37. Exterior Lighting Site Plan</b> (policy provided)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>38. Exterior Lighting Photometric Analysis</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)</li> </ul>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>39. 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 ((Text and drawing shall be black and white, and in the DWF format)</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>40. Drainage Report</b> (information provided)</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 checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>41. 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>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>42. 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 (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>• 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets</li> </ul>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>43. 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 (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>• 8-1/2" x 11" - 2 copies of the Basis of Design Report for Wastewater including full size plans/maps in pockets</li> </ul>  |

### Planning and Development Services

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

## Conditional Use Permit Application Checklist

|                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/> | <p><b>44. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (information provided)</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 1 Study – Bar &amp; Live Entertainment</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</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>45. Native Plant Submittal Requirements</b> (form provided)</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> <ul style="list-style-type: none"> <li>• See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>46. Other Plans and Report Requirements</b></p> <ul style="list-style-type: none"> <li>• Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc)</li> <li>• 24" x 36" 1 – copy, folded. (Plans and graphics)</li> <li>• 8-1/2" x 11" - 3 copies of any report</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <p><b>47. Other:</b></p> <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"/> | <p><b>48. 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; 108 -PA- 2017.</b></p> |

### Planning and Development Services

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

## Conditional Use Permit Application Checklist

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>49. Submit all items indicated on this checklist pursuant to the submittal requirements.</b></p>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>50. Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be required 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.</p>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <p><b>51. Other:</b> _____</p>   |
| <input checked="" type="checkbox"/> |                          | <p><b>52. If you have any question regarding this application checklist, please contact your Project Coordinator.</b></p> <p>Coordinator Name (print): <u>Jeff Barnes</u> Phone Number: <u>480-312-2376</u></p> <p>Coordinator email: <u>jbarnes</u> @scottsdaleaz.gov Date: <u>3/6/2017</u></p> <p>Coordinator Signature: _____</p> <p><b>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.</b></p> <p>This application needs a: <input checked="" type="checkbox"/> New Project Number, or<br/> <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></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 &amp; 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: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">http://www.scottsdaleaz.gov/bldgresources/forms</a>.</p> <p>Planning, Neighborhood and Transportation Division<br/> One Stop Shop<br/> Planning, Neighborhood &amp; Transportation Administrator<br/> 7447 E. Indian School Rd, Suite 105<br/> Scottsdale, AZ 85251<br/> Phone: (480) 312-7000</p> |

### Planning and Development Services

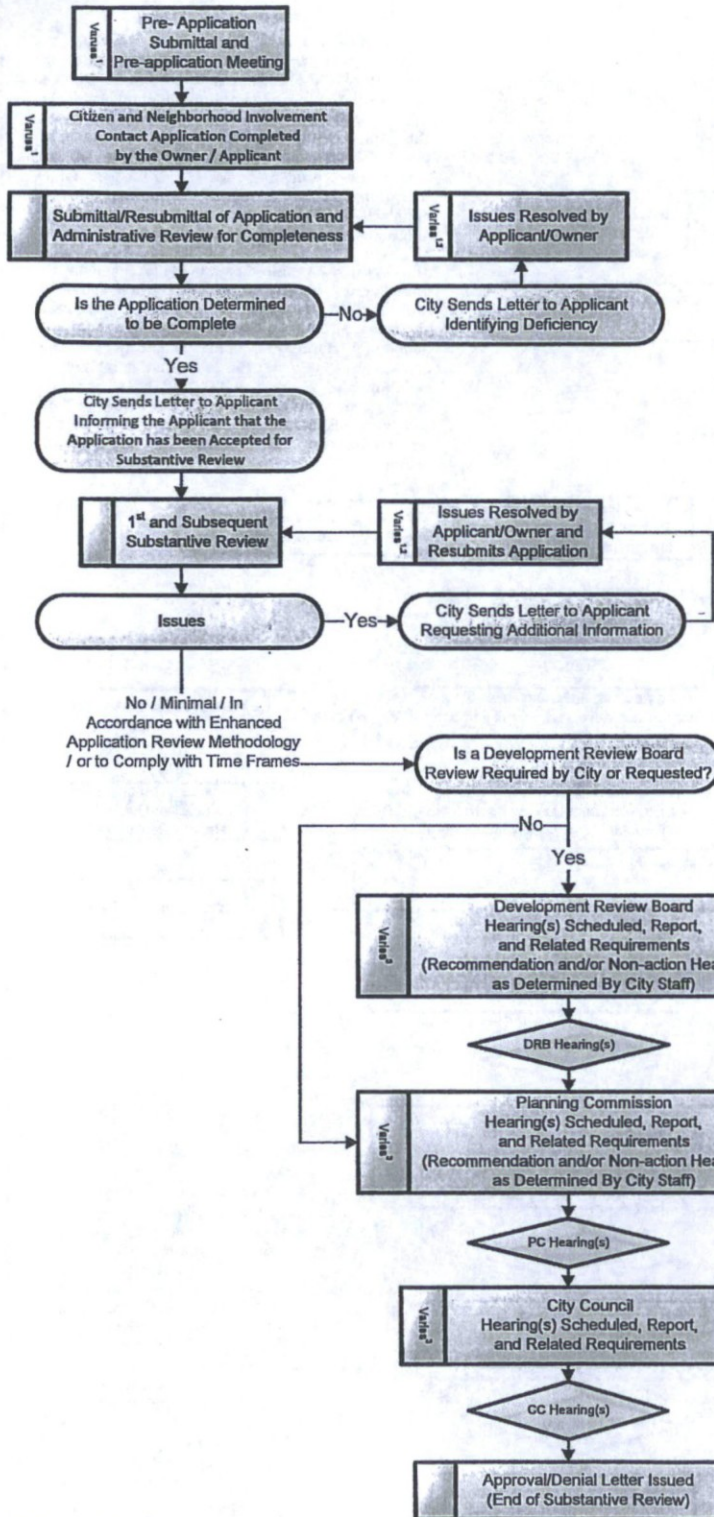
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# Development Applications Process

## Enhanced Application Review

### Conditional Use Permit (UP)



#### 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 25 percent

#### Time Line

| Administrative Review            | Substantive Review  | Public Hearing Process        | Approval/Denial Letter Issued |
|----------------------------------|---|-------------------------------|-------------------------------|
| 15 Staff Working Days Per Review | 95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup> | Time Frames Vary <sup>3</sup> |                               |

Planning and Development Services

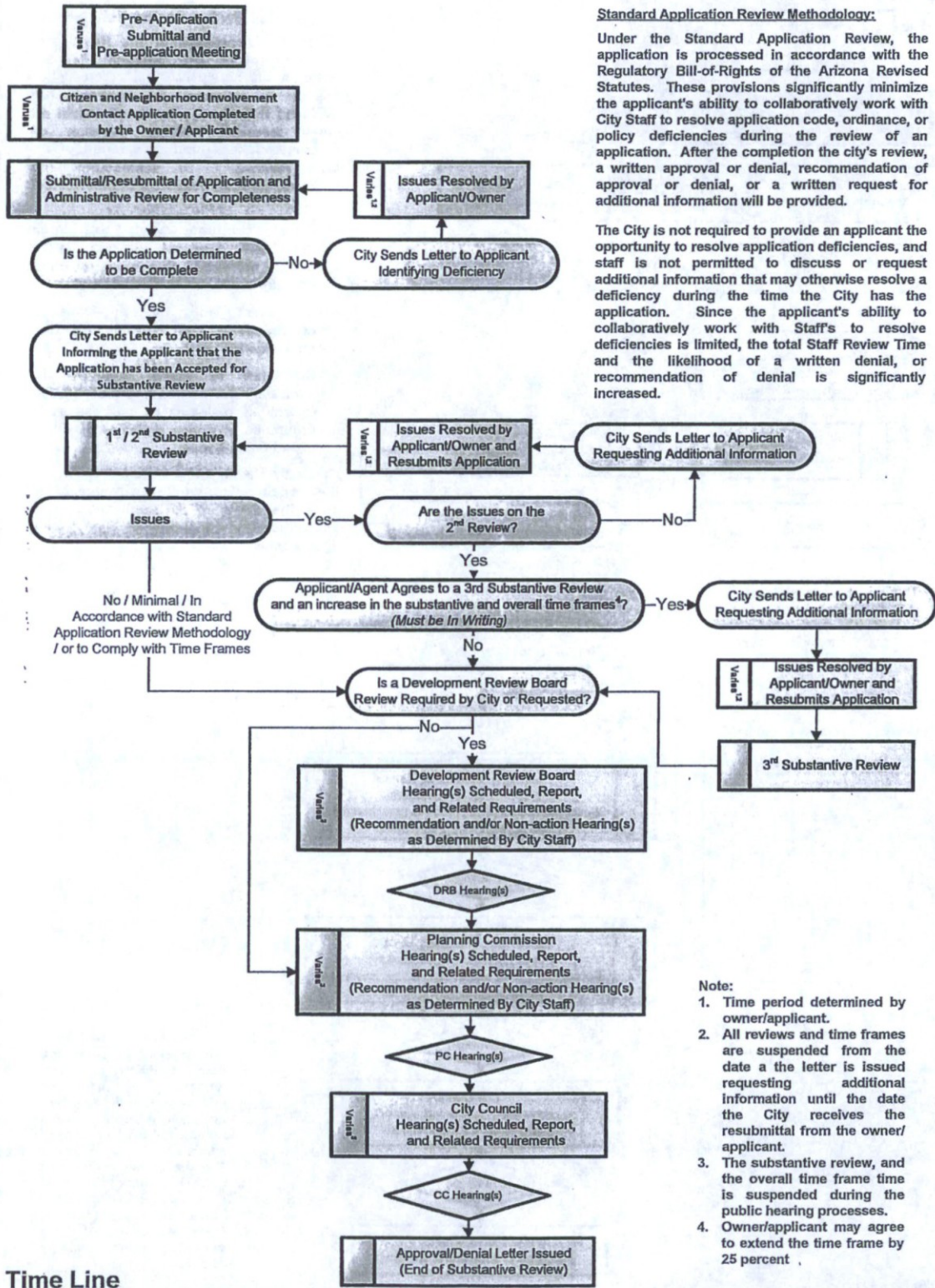
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# Development Applications Process

## Standard Application Review

### Conditional Use Permit (UP)



**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's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

- Note:**
1. Time period determined by owner/applicant.
  2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
  3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
  4. Owner/applicant may agree to extend the time frame by 25 percent.

#### Time Line

| Administrative Review            | Substantive Review   | Public Hearing Process        | Approval/Denial Letter Issued |
|----------------------------------|--|-------------------------------|-------------------------------|
| 15 Staff Working Days Per Review | 95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup> | Time Frames Vary <sup>7</sup> |                               |

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



# City of Scottsdale Cash Transmittal

## # 109675

109675  
 12 00991908  
 2/17/2017 PLN-1STOP  
 JOGAZ HP600G1097  
 2/17/2017 3:55 PM  
 \$0.00

**Received From :**

city of scottsdale  
 7447 E INDIAN SCHOOL RD  
 SCOTTSDALE, AZ 85251  
 480-312-7985

**Bill To :**

city of scottsdale  
 7447 E INDIAN SCHOOL RD  
 SCOTTSDALE, AZ 85251  
 480-312-7985

**Reference #** 108-PA-2017**Address** 8650 E THOMAS RD**Subdivision****Marketing Name****MCR****APN** 130-39-001M**Owner Information**

city of scottsdale  
 7447 E INDIAN SCHOOL RD  
 SCOTTSDALE, AZ 85251  
 480-312-7985

**Lot Number****County** No**Gross Lot Area** 0**NAOS Lot Area** 0**Net Lot Area** 0**Number of Units** 1**Density** 1**Issued Date** 2/17/2017**Paid Date** 2/17/2017**Payment Type** CAPITAL PROJECT**Cost Center** WCO7A**Metes/Bounds** No**Water Zone****Water Type****Sewer Type****Meter Size****QS** 15-48

| Code | Description              | Additional | Qty | Amount    | Account Number  |
|------|--------------------------|------------|-----|-----------|-----------------|
| 3168 | PRE-APPLICATION / DR     | MUP        | 1   | \$87.00   | 100-21300-44221 |
| 9610 | CIP COS PERMITS AND FEES |            | 1   | (\$87.00) | -WCO7A-56043    |

Applicant Signature

Total Amount \$0.00

(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 # 109675**



# 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:**

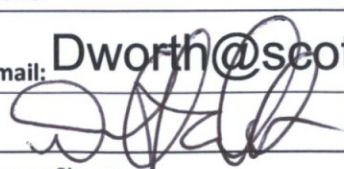

The completed Pre-Application Request form and all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website:

<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.

|  |   |
|--|---|
| <b>Project Name:</b> Municipal Master Site Plan Update for Pima Park and Thomas Groundwater Treatment Facility   |   |
| <b>Property's Address:</b> 8650 E. Thomas Road   | <b>APN:</b> 130-39-001M   |
| <b>Property's Zoning District Designation:</b> O-S and I-1   |   |
| <b>Property Details:</b>   |   |
| <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Other |   |
| <b>Has a 'Notice of Compliance' been issued?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No              If yes, provide a copy with this submittal   |   |
| <b>Owner:</b> Dan Worth, Executive Director of Public Works  | <b>Applicant:</b> Elaine Mercado, Sr. Project Manager   |
| <b>Company:</b> City of Scottsdale - Public Works  | <b>Company:</b> City of Scottsdale - Public Works   |
| <b>Address:</b> 7447 E. Indian School Road, Ste. 205   | <b>Address:</b> 7447 E. Indian School Road, Ste. 205  |
| <b>Phone:</b> 480- 312-7555 <b>Fax:</b>  | <b>Phone:</b> 480-312-7985 <b>Fax:</b> 480-312-7971   |
| <b>E-mail:</b> <a href="mailto:Dworth@scottsdaleaz.gov">Dworth@scottsdaleaz.gov</a>  | <b>E-mail:</b> <a href="mailto:Emercado@scottsdaleaz.gov">Emercado@scottsdaleaz.gov</a>                     |
| <br>Owner Signature   | <br>Applicant Signature |
| <b>Official Use Only</b> <b>Submittal Date:</b> _____  | <b>Application No.:</b> _____ <b>-PA-</b> _____   |
| <b>Project Coordinator:</b> _____  |   |

**Planning and Development Services**

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



# 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 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)                     | <b>Other</b>  |
| <input type="checkbox"/> Conditional Use Permit (UP) | <input type="checkbox"/> Historic Property (HP)                     | <input type="checkbox"/> General Plan Amendment (GP)            |
| <b>Exemptions to the Zoning Ordinance</b>            | <b>Land Divisions</b>   | <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 checked="" type="checkbox"/> Other: Municipal Use Permit |

### 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 ½ 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).

## Planning and Development Services

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

**February 17, 2017**

**Project Narrative – Pre-Application**

**City of Scottsdale Municipal Use Master Site Plan Update and Thomas Groundwater Treatment Facility**

**Project Overview**

In 2015, the City of Scottsdale acquired approximately five-acres of property directly east of Pima Park which is located northwest of Pima and Thomas Roads. Two of the five acres were purchased by Scottsdale Water for the purposes of building a treatment facility capable of controlling scale formation in the local water distribution and the remaining acreage is intended for use as a stormwater detention facility. The stormwater detention basin is a component of the Granite Reef Watershed Project which is a drainage and flood control capital improvement project that will manage the runoff from the 100-year storm with the objective of eliminating the FEMA designated floodplain for Granite Reef Wash. The Granite Reef Wash area, which is roughly located between Thomas and McKellips Roads and between Granite Reef and Pima Roads, has previously been identified as a severe flood hazard area.

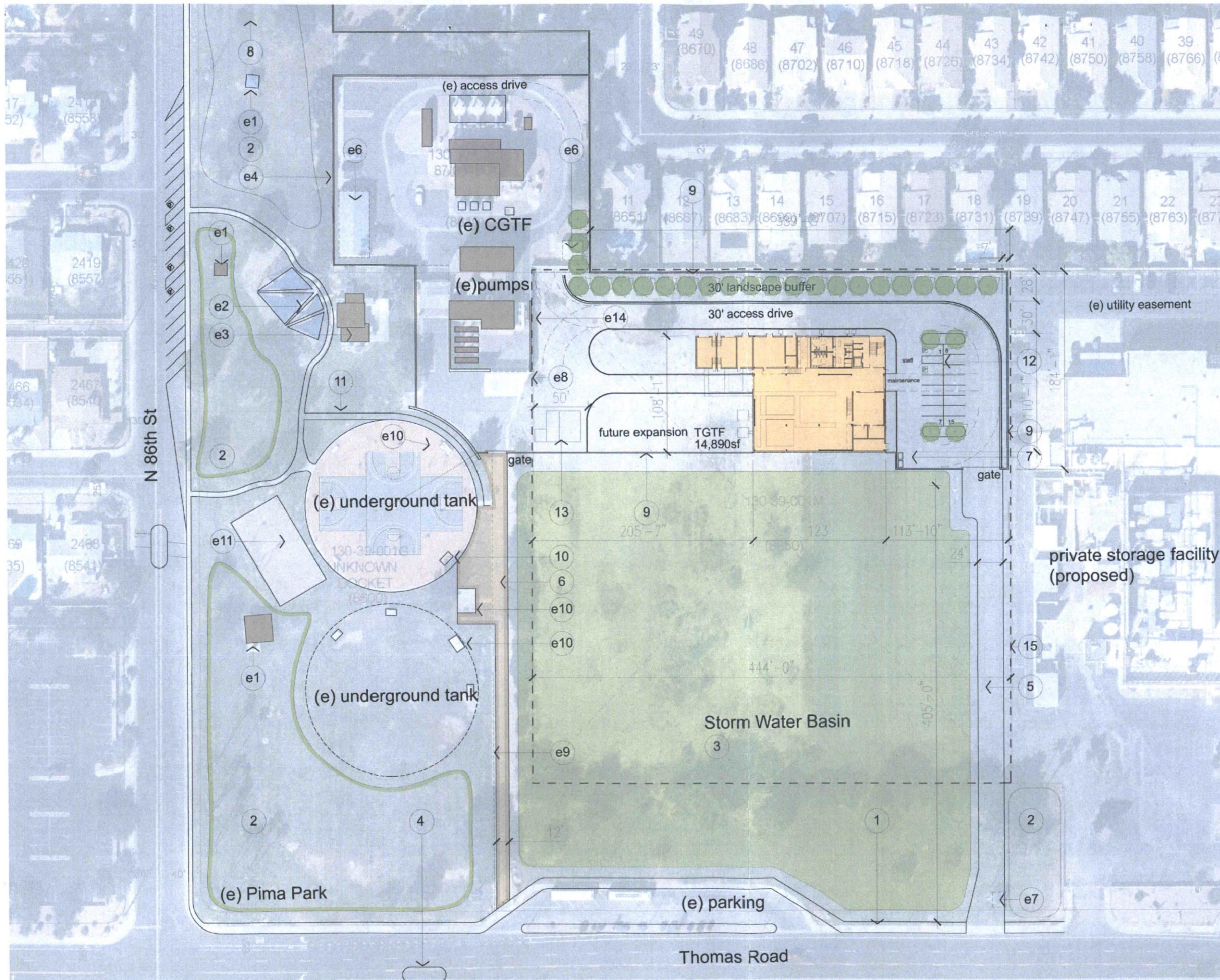
**Project Elements**

**Groundwater Treatment Facility**

The existing Central Groundwater Treatment Facility (CGTF) is a treatment system that established in the early 1990's to remove trichloroethylene from the groundwater by air stripping. The treated water is discharged to the adjacent storage reservoirs located within Pima Park before being pumped into the local distribution system. Product water from the CGTF facility meets all federal and state drinking water standards. The new Thomas Groundwater Treatment Facility will be a two-story approximately 15,000 square foot treatment facility designed to receive and treat a side stream of product water discharged from the CGTF. The new facility will reduce the reliance on complex blending plans for inorganic contaminants and has the additional benefit of reducing naturally occurring hardness to levels similar to other source waters. In addition to water treatment, the new Thomas Groundwater Treatment Facility will contain offices, a small laboratory, and a conference room for use by Scottsdale Water staff for meetings, training and presentations.

**Pima Park Detention Basin**

The Pima Park Detention Basin will encompass portions of the existing open space on Pima Park and the recently acquired property to the east south of the proposed Thomas Groundwater Treatment Facility. The proposed new detention basins will receive flows from three sources; street flow from 86<sup>th</sup> Street, existing storm drain flow and surface flow from Pima Road and 87<sup>th</sup> Terrace. The basin will be drained through a low flow outlet pipe that will connect to existing stormdrain infrastructure. The surface treatment of all detention areas will be turf and will be available for use by Park users. No formal sports facilities are planned as part of this update to the Municipal Use Master Site Plan.



### Existing Site Amenities

- e1. Parks Picnic Ramadas.
- e2. Parks Playground.
- e3. Parks Restroom / Storage Building
- e4. 8' security wall.
- e5. Remove and relocated Parks Department dumpster.
- e6. Remove Water Department Office / Storage Building.
- e7. Remove Parks Department Picnic Ramada.
- e8. Remove wall at Water Department Yard.
- e9. Remove access drive.
- e10. Access hatch for Water Department underground water tanks.
- e11. Parks Tennis Courts.

### Proposed Site Plan Improvements

- 1. 10' wide multi-use path along Thomas Road. (n.i.c. part of overall master plan)
- 2. Retention basin within existing park turf areas. (n.i.c.)
- 3. Retention basin with slope sides and turf at slopes and bottom. To be available as open space extension to Thomas Park. (n.i.c.)
- 4. 40' pedestrian refuge. (n.i.c.)
- 5. Service drive with controlled access of off Thomas Road. For use by Water Department only.
- 6. Decomposed granite service drive / parking area with access from Water Yard. For use by water department only.
- 7. Dumpster for Water Department
- 8. Relocated Dumpster for Parks Department.
- 9. 10' high security wall with 10' gates, use acoustic block at north and east walls. (as indicated)
- 10. Relocated access hatch for underground tanks.
- 11. Decomposed granite path.
- 12. Water Department Staff Parking. (covered)
- 13. Pump Rack for new TGTF building.
- 14. Existing walls to remain at pumps to help control sound.
- 15. Site wall proposed by adjacent developer.

Note : All proposed improvements are conceptual and are subject to individual approval processes prior to construction.

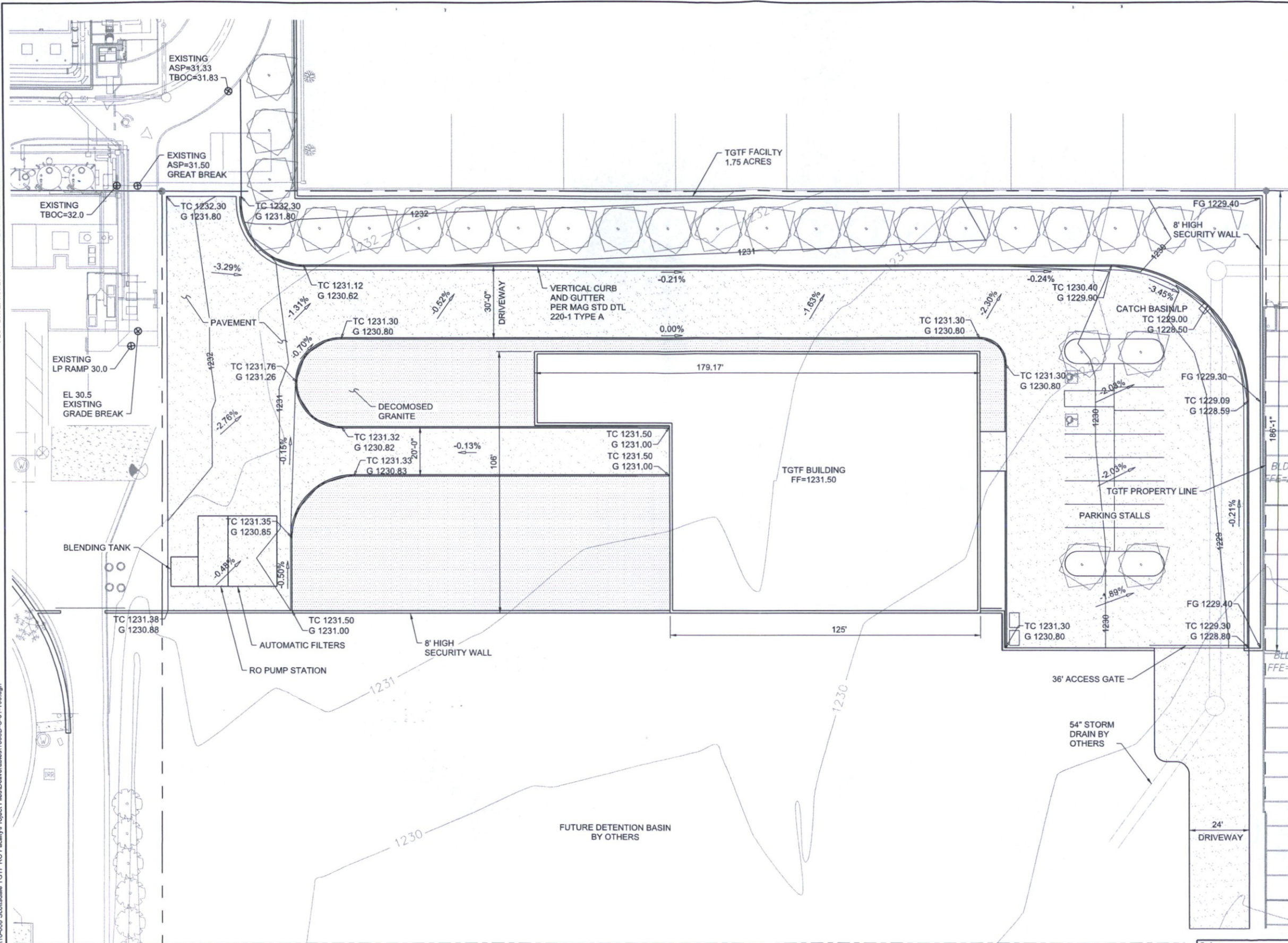


SCALE: 400' = 1" IN

PLOT TIME: 2:48:01 PM

PLOT DATE: 1/30/2017

FILENAME: S:\CAD\Projects\16-008 Scottsdale TGTF RO Facility\Project Files\Deliverables\1608D-C-01-103.dgn



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FILE NAME: 1608D-C-01-103.dgn

Engineer

**PRELIMINARY NOT FOR CONSTRUCTION**



**MUNICIPAL SERVICES DEPARTMENT**  
 CAPITAL PROJECT MANAGEMENT

7447 E. INDIAN SCHOOL ROAD  
 SCOTTSDALE, ARIZONA 85251

PROJECT TITLE

**THOMAS GROUNDWATER TREATMENT FACILITY (TGTF)**

CIVIL

**30% SUBMITTAL**

**NOT FOR CONSTRUCTION**

**SITE PAVING, GRADING & DRAINAGE AREA 2**

|                   |                  |                  |                      |                         |
|-------------------|------------------|------------------|----------------------|-------------------------|
| DESIGNED BY<br>VK | CHECKED BY<br>BL | DATE<br>OCT 2016 | BID NO.<br>##XX###   | DRAWING NO.<br>C-01-103 |
| DRAWN BY<br>MP    | SCALE<br>-       | AS-BUILT<br>-    | PROJECT NO.<br>V-### | SHEET NO.<br>- OF -     |