

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



# 113782

113782  
01097796  
1/22/2018 PLN-1STOP  
KHEMBY HP600G2020  
1/22/2018 11:00 AM  
\$1,236.00

Received From :  
Bridal Fashion Debut INC  
  
SCOTTSDALE, AZ

Bill To :

Reference # 927-PA-2017  
Address 12440 E MOUNTAIN VIEW RD  
Subdivision  
Marketing Name  
MCR  
APN 217-32-066D  
Owner Information  
DOUG UNDERWOOD  
10601 N. HAYDEN RD.  
SCOTTSDALE, AZ 85260  
(480) 247-8024

Lot Number  
Metes/Bounds No  
Gross Lot Area 0  
NAOS Lot Area 0  
Net Lot Area 0  
Number of Units 1  
Density

Issued Date 1/22/2018  
Paid Date 1/22/2018  
Payment Type CHECK  
Cost Center  
Jurisdiction SCOTTSDALE  
Water Zone  
Water Type  
Sewer Type  
Meter Size  
QS 28-58

Code	Description	Additional	Qty	Amount	Account Number
3150	PRELIMINARY PLAT FEES		1	\$1,236.00	100-21300-44221

**City of Scottsdale**

7447 E. Indian School Rd.  
Scottsdale, AZ 85251  
(480) 312-2500  
One Stop Shop

Date: 1/22/2018 Cashier: KHEMBY  
Office: PLN-1STOP Mach ID: HP600G20200  
Tran #: 1 Batch #: 64359  
Receipt: 01097796 Date: 1/22/2018 11:00 AM  
113782  
3150 PRELIMINARY PLAT \$1,236.00

TENDERED AMOUNTS:

Check Tendered: \$1,236.00  
Chk #: 110912283 Bridal Fashion Debut INC

Transaction Total: \$1,236.00

Thank you for your payment.  
Have a nice day!

Applicant Signature

Total Amount

**\$1,236.00**

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

3" and larger water meter fees are based on cost recovery. The city will contact the owner of the construction

## **Windsor Estates MLD Project Narrative**

### **SITE DESCRIPTION**

The site has an existing single family residence that was constructed in approximately 1975. The site slopes from the north east to the south west at approximately 0.0156 *f*'. The lot is bound on the west by existing residences and on east by an existing place of worship. All adjacent zoning is R1-43. The CAP canal borders the lot on the north, and paved access to the site is provided via E. Mountain View Dr on the south.

### **PROPOSED DEVELOPMENT**

The owner would like to perform a lot split on the existing 3 acre parcel and create two parcels roughly 1.5 acres each. The existing residence will remain and one new residence will be constructed on the new parcel created from the lot split. It is anticipated that the new residence will consist of 5 bedrooms and 4 bathrooms.

### **ORDINANCES, MASTER PLANS, GENERAL PLAN, AND STANDARDS**

The proposed Minor Land Division will create two R1-43 zoned lots which are consistent with the surrounding zoning. The existing structure which was built in approximately 1975 will be renovated, while a new single family residence will be built on the new lot. Both the renovation of the existing residence as well as the construction of the new residence will be in conformance with the City of Scottsdale Design Standards and Policies Manual, and all applicable city-wide design guidelines.

### **ARCHITECTURAL CHARACTER, LANDSCAPING AND SITE DESIGN**

At this time in the Minor Subdivision process, Building and Landscape plans have not yet been prepared for each residence. The existing lot is not in an ESL area and thus the new lots created by the MLD will not be in an ESL area.

### **INGRESS AND EGRESS**

Access to both the existing residence as well as the proposed residence will be provided via E. Mountain View road. Emergency Access will be provided to each lot.

### **MECHANICAL AND UTILITY EQUIPMENT**

External Condensing Coils will be mounted on the ground adjacent to the building per all applicable city-wide design guidelines.

# Minor Subdivision (MD) 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 Preliminary Plat Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 10 of this application.

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

### PART I -- GENERAL REQUIREMENTS

Req'd	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. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>1200.00 + \$18.00 per lot</u> (subject to change every July)
		3. Checklist for Minimal Information to be Accepted for Review – Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>4. Completed Development Application Form (form provided)</p> <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> <p>Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.</p>

### Planning and Development Services



# Minor Subdivision Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>20. Historic Property</b> <input type="checkbox"/> Historic Property Certificate of No Effect Application (form provided) <input type="checkbox"/> Historic Property Certificate of Appropriateness Application (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>21. 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. Short form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>22. ESLO Wash Modifications Development Application</b> (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Preliminary Plat Application.

## PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>23. Plan &amp; Report Requirements For Preliminary Plat Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>24. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 11 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. The application narrative shall provide and explanation and justification for any proposed amended development standard(s)</li> <li>3. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> </ol>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>25. Proposed Development Standards / Amended Development Standards</b> (Example provided) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 2 copies (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>26. 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 copy (quality suitable for reproduction)</li> </ul> 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: _____ 750 foot radius from site _____ 1/4 mile radius from site _____ Other: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>27. Preliminary Plat</b> <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 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

# Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>28. Construction Envelope 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>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>29. 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>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>30. Site Plan</b> <i>Shoopy setbacks for both lots</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 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> <p>(A site plan for non-residential subdivision shall include information to demonstrate that each lot complies with its Property Development Standard of its associated zoning district.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>31. Open Space Plan</b></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> <p>(An Open Space Plan for non-residential subdivision shall include information to demonstrate that each lot complies with its open space Property Development Standard of its associated zoning district.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>32. 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 type="checkbox"/>	<input type="checkbox"/>	<p><b>33. 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> (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>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>34. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, 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 type="checkbox"/>	<input type="checkbox"/>	<p><b>35. 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> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>

# Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<b>36. Exterior Lighting Photometric Analysis</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> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>37. Manufacturer Cut Sheets of All Proposed Lighting</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 checked="" type="checkbox"/>	<b>38. Drainage Report</b> (information provided) 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. <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 checked="" type="checkbox"/>	<b>39. Basis of Design Report for Water and Wastewater</b> <i>(if sewer extension)</i> 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. <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 type="checkbox"/>	<input type="checkbox"/>	<b>40. Basis of Design Report for Wastewater</b> 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. <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>
<input type="checkbox"/>	<input type="checkbox"/>	<b>41. Expansion of Participation for Water and Wastewater</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	<b>42. Native Plant Submittal:</b> (information provided) <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded.</li> </ul> (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) <ul style="list-style-type: none"> <li>• See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>43. Revegetation Site Plan, including Methodology and Techniques</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> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>44. Landform Types Maps</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> </ul>

# Minor Subdivision Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>45. Cuts and Fills Site 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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>46. Cuts and Fills Site Cross Sections</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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>47. Unstable Slopes / Boulders Rolling Map</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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>48. Bedrock &amp; Soils Map</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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>49. Conservation Area, Scenic Corridor, Vista Corridor 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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>50. Other:</b> <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 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</li> <li><input type="checkbox"/> Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

## PART III – SAMPLES & MODELS


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 checked="" type="checkbox"/>	<b>51. 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 type="checkbox"/>	<input type="checkbox"/>	<b>52. Other</b> <hr/> <hr/> <hr/>

## PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

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>53. An appointment must be scheduled to submit this application. <u>To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; 927 -PA- 2017.</u></b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>54. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>

### Planning and Development Services

## Minor Subdivision Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	55. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	56. <b>Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	57. <b>Other</b> _____
<input checked="" type="checkbox"/>		<p>58. If you have any question regarding this application checklist, please contact your Project Coordinator.</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>1/2/18</u></p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application need a: <input checked="" type="checkbox"/> New Project Number, or  <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 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. 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: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">http://www.scottsdaleaz.gov/bldgresources/forms</a>.</p> <p>Planning and Development Services  One Stop Shop  Planning and Development Services Director  7447 E. Indian School Rd, Suite 105  Scottsdale, AZ 85251  Phone: (480) 312-7000</p>

### Planning and Development Services

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



# Development Application Process

## Standard Application Review

### Staff Review Applications: SA, WM, & MD

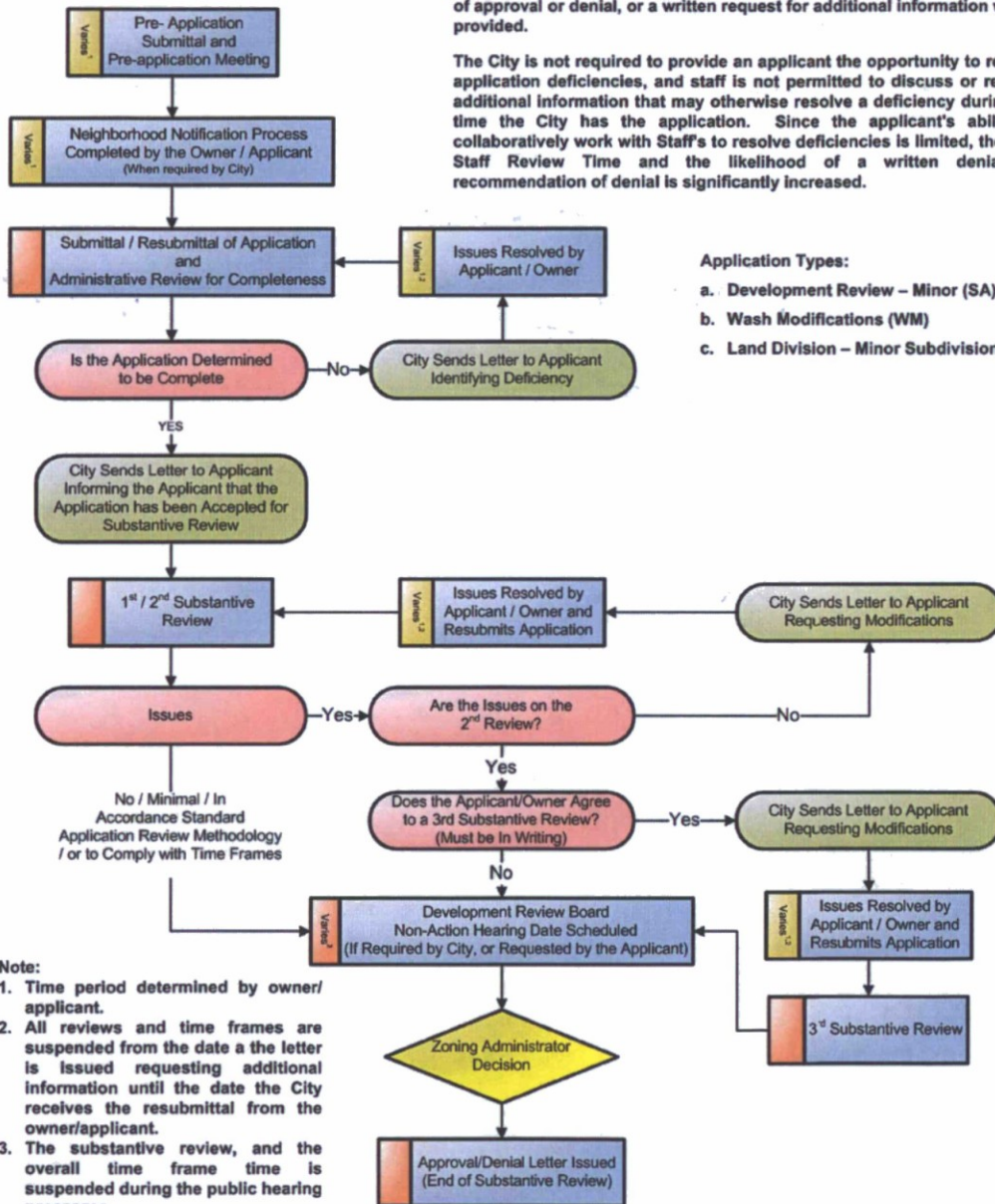
#### Standard Application Review Methodology:

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.

#### Application Types:

- a. Development Review – Minor (SA)
- b. Wash Modifications (WM)
- c. Land Division – Minor Subdivision (MD)



#### 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 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Frame <sup>2, 3, 4</sup>	Approval/Denial Letter Issued
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Planning, Neighborhood & Transportation

7447 E Indian School Road, Suite 105, Scottsdale, AZ 84251 • Phone: 480-312-7000 • Fax: 480-312-7088  
City of Scottsdale Website: www.scottsdaleaz.gov



# Development Application Process

## Enhanced Application Review

### Staff Review Applications: SA, WM, & MD

#### Enhanced Application Review Methodology

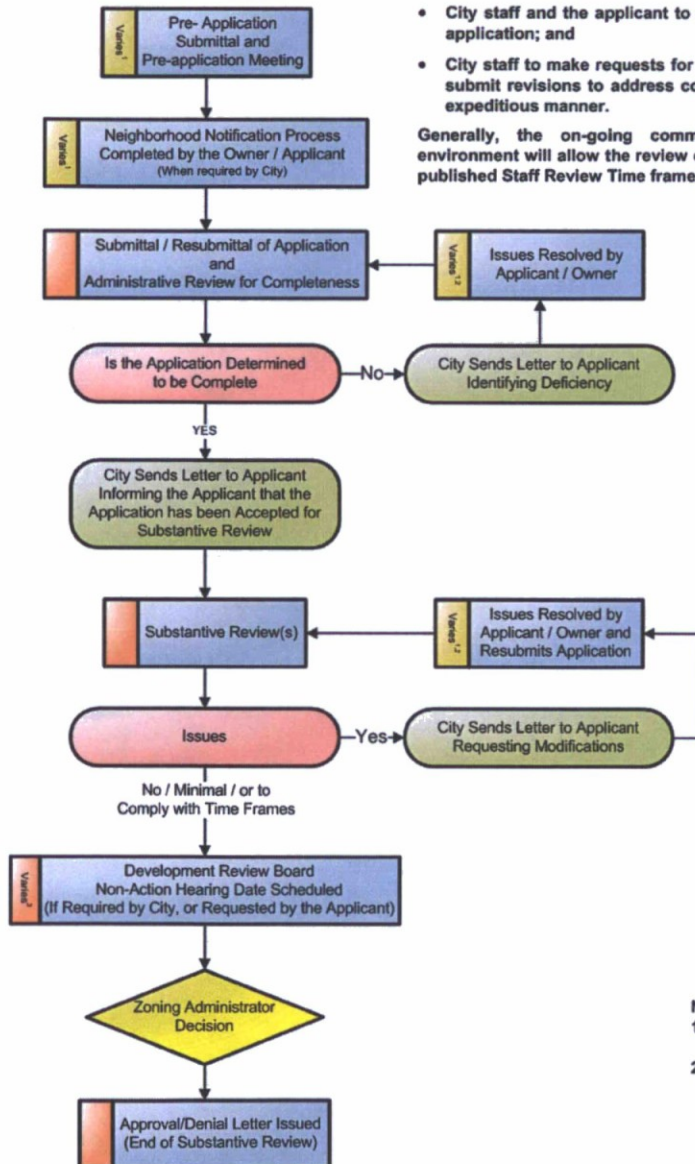
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish 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.

#### Application Types:

- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Division – Minor Subdivision (MD)



#### 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. Owner/applicant may agree to extend the time frame by 25 percent

#### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Multiple City Reviews in This Time Frame <sup>2,3,4</sup>	Approval/Denial Letter Issued
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Planning, Neighborhood & Transportation

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City of Scottsdale Website: www.scottsdaleaz.gov

# Request To Submit Concurrent Development Applications

## Acknowledgment and Agreement

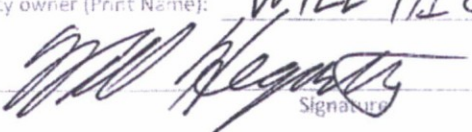


The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types		
Please check the appropriate box of the types of applications that you are requesting to submit concurrently		
Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input 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 checked="" type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input checked="" 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"/>

Owner: Will Hegarty  
 Company: Bridal Fashion Debut PSPP  
 Address: 14176 E. Kalil Dr. Scottsdale, AZ 85259  
 Phone: 480-221-7002 Fax: \_\_\_\_\_  
 E-mail: Will@WeddingMBA.com

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to another development application; and 5) that upon completion of the City review(s) of the development applications, one or more of the development application(s) may not be approved.

Property owner (Print Name): WILL HEGARTY Title: President  
 Signature:  Date: 1/12/18

Official Use Only:	Submittal Date: _____
Request: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied	
Staff Name (Print): _____	
Staff Signature: _____	Date: _____

# 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 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 checked="" type="checkbox"/> MINOR SUBDIVISION (MD)

Project Name: WINDSOR ESTATES  
 Property's Address: 12440 E. MOUNTAIN VIEW RD.

**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.

Owner: <u>Will Hegarty / Bridal Fashion Debut PSP</u>	Agent/Applicant: <u>Doug Underwood</u>
Company:	Company:
Address: <u>14176 East Kalil Dr. Scottsdale AZ 85259</u>	Address: <u>9025 N. 124th St. Scottsdale, AZ 85259</u>
Phone: <u>(480) 221-7002</u> Fax:	Phone: <u>602-697-2196</u> Fax:
E-mail: <u>Will@WeddingMBA.com</u>	E-mail: <u>dunderwood7@cox.net</u>
Designer: <u>TED PETERSON</u>	Engineer: <u>ROB JARRETT</u>
Company: <u>PF DESIGN GROUP</u>	Company: <u>JARRETT ENGINEERING, LLC</u>
Address: <u>4835 E. INDIANO ST. #106</u>	Address: <u>7650 S. McCLINTOCK DR. STE 103</u>
Phone: <u>480-586-8119</u> Fax:	Phone: <u>480-900-8530</u> Fax: <u>480-900-8531</u>
E-mail: <u>pfdesigngroup@outlook.com</u>	E-mail: <u>rob@jarrettengineering.net</u>

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 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: [Signature] Agent/Applicant Signature: [Signature]

Official Use Only      Submittal Date:      Development Application No:

# Development Application Review Methodologies



## Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

### **1. 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.

### **2. 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.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

#### Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

#### Planning and Development Services

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

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)

# Development Application

## Arizona Revised Statutes Notice



### §9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

**Request for Site Visits and/or Inspections**  
Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 927-PA-2017

Project Name: WINDSOR ESTATES

Project Address: 12440 E. MOUNTAIN VIEW RD.

**STATEMENT OF AUTHORITY:**

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

**STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS**

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: WILL HEGARTY  
Print Name

[Handwritten Signature]  
Signature

<b>City Use Only:</b>	
Submittal Date: _____	Case number: _____
Planning and Development Services 7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088	



Current Planning Services  
Long Range Planning Services

**NOTICE OF INSPECTION RIGHTS**  
**A.R.S. § 9-833**

**You have the right to:**

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
  - Receive copies of any documents taken during the inspection.
  - Receive a split of any samples taken during the inspection.
  - Receive copies of any analysis of the samples taken when available.
- Be Informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

**You are hereby notified and informed of the following:**

- The inspection is conducted pursuant to the authority of A.R.S. § 9-462.05, and/or Scottsdale Revised Code, Appendix B, Article I, Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I, Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, \_\_\_\_\_

at the following number \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Check box if signature refused

Copy of Bill of Rights left at: \_\_\_\_\_

A.R.S § 9-833. Inspections; applicability

- A. A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:
1. Present photo identification on entry of the premises.
  2. On initiation of the inspection, state the purpose of the inspection and the legal authority for conducting the inspection.
  3. Disclose any applicable inspection fees.
  4. Except for a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
  5. Provide notice of the right to have:
    - (a) Copies of any original documents taken from the premises by the municipality during the inspection if the municipality is permitted by law to take original documents.
    - (b) A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, where appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
    - (c) Copies of any analysis performed on samples taken during the inspection.
  6. Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
  7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.
- B. On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:
1. The rights described in subsection A of this section.
  2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
  3. The due process rights relating to an appeal of a final decision of a municipality based on the results of the inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.
- C. A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing prescribed in subsection B of this section and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing prescribed in subsection B of this section.
- D. A municipality that conducts an inspection shall give a copy of, or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either:
1. At the time of the inspection.
  2. Notwithstanding any other state law, within thirty working days after the inspection.
  3. As otherwise required by federal law.

- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
1. Committed intentionally.
  2. Not correctable within a reasonable period of time as determined by the municipality.
  3. Evidence of a pattern of noncompliance.
  4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
  2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
  3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
  2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
1. Shall not be used to exclude evidence in a criminal proceeding.
  2. Does not apply to a municipal inspection that is requested by the regulated person.