Case Research

Submittal Date:Project No.: 851 -PA- 2017

Development Review Board (DRB)

Development Application Checklist

To the residental architecture



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.

	4 4 1 T o	PART 14-GENERAL REQUIREMENTS
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Ø		1. Development Review Application Checklist (this list)
Ø		2. Application Fee \$ 1515 (subject to change every July)
Ŋ		 Completed Development Application Form (form provided) The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). If a review methodology is not selected, the application will be review under the Standard Application Review methodology.
		4. Request to Submit Concurrent Development Applications (form provided)
Ŋ		5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

Ø		6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
Z "		7. Appeals of Required Dedications or Exactions (form provided)
Ø		8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
Ø		 9. Legal Description: (if not provided in Commitment for Title Insurance) 8-1/2" x 11" - 2 copies
团		10. Results of ALTA Survey (24" x 36") FOLDED
	ļ	• 24" x 36" – 1 copy, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)
		11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements (form provided)
		13. Design Guidelines MAG Supplements
		☑ Sensitive Design Program ☐ Scenic Corridors Design
		☑ Design Standards and Policies Manual ☐ Office Design Guidelines
		☐ Commercial Retail ☐ Restaurants
		☐ Gas Station & Convenience Stores ☐ Lighting Design Guidelines
		☐ Environmentally Sensitive Land Ordinance ☐ Shading
		☐ Downtown Urban Design and Architectural Guidelines ☐ Desert Parks Golf Course
		 The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design
Ø		14. Public Participation Process Requirements (see page 13)
		15. Request for Neighborhood Group Contact information (form provided)
	-8-	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided)
		• 8-1/2" x 11" - 1 copy of the set of prints
		 <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.
		 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.
		17. Archaeological Resources (information sheets provided)
		☐ Certificate of No Effect / Approval Application (form provided)
		☐ Archaeology Survey and Report - 3 copies
		☐ Archaeology 'Records Check' Report Only - 3 copies
		☐ Copies of Previous Archeological Research - 1 copy

-B-	8	 18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) Airport Data Page Aviation Fuel Dispensing Installation Approval form Heliport (requires a Conditional Use Permit) 19. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.
100		PART II - REQUIRED PLANS & RELATED DATA
Req′d	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		20. Plan & Report Requirements For Development Applications Checklist (form provided)
Ø		 21. Application Narrative 8 ½" x 11" – 4 copies 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 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.
- 10		 24" x 36" – 2 color copies, folded 11" x 17" – 1 color copy, folded 8 ½" x 11" – 1 color copy (quality suitable for reproduction) 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:
4		 23. Site Plan President Coyes. 24" x 36" - 12 copies, folded 11" x 17" - 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" - 1 copy (quality suitable for reproduction) Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)

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7447/Eindian School Road Suite 105, Scottsdale, AZ 45251; Phone: 480-312-7000/Fax: 480-312-7088

-8	-0	24. Site Details
		(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
		• 24" x 36" – 2 copies, <u>folded</u>
		• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
		• 8 ½" x 11" – 1 copy (quality suitable for reproduction)
	В	25. Open Space Plan (Site Plan Worksheet) (Example Provided)
		• 24" x 36" – 2 copies, <u>folded</u>
	ŀ	• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		8 ½" x 11" – 1 copy (quality suitable for reproduction)
		Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
	-	26. Site Cross Sections
		• 24" x 36" – 1 copy, <u>folded</u>
		• 11" x 17" - 1 copy, folded
		27. Natural Area Open Space Plan (ESL Areas)
	i	• 24" x 36" – 2 copies, <u>folded</u>
		• 11" x 17" – 1 copy, folded (quality suitable for reproduction
		• 8 ½" x 11" – 1 copy (quality suitable for reproduction)
		Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
4		28. Topography and slope analysis plan (ESL Areas)
l		• 24" x 36" — 1 copy, <u>folded</u>
-8		29. Phasing Plan
		• 24" x 36" – 2 copies, <u>folded</u>
		• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
		• 8 ½" x 11" – 1.copy (quality suitable for reproduction)
-	-6-	30. Landscape Plan
-		24" x 36" – 2 copies, folded of black and white line drawings
		(a grayscale copy of the color Landscape Plan will not be accept.)
		• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
		• 8 ½" x 11" – 1 copy (quality suitable for reproduction)
		Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
4===		31. Hardscape Plan
		• 24" x 36" – 2 copies, <u>folded</u> of <u>black and white line drawings</u>
		(a grayscale copy of the color Landscape Plan will not be accept.)
		• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
		• 8 ½" x 11" – 1 copy (quality suitable for reproduction)
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4		ф	32. Transitions Plan
			• 24" x 36" – 2 copies, <u>folded</u>
			• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
			• 8 ½" x 11" – 1 copy (quality suitable for reproduction)
			Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
	-0-	- 0	33. Parking Plan
			• 24" x 36" – 1 copy, <u>folded</u>
			• 11" x 17" — 1 copy, folded (quality suitable for reproduction)
Ľ			• 8 ½" x 11" – 1 copy (quality suitable for reproduction)
_	-8-		34. Parking Master Plan
			See the City's Zoning Ordinance, Article IX 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
		ļ	front and back covers, and must include all required exhibits.
L	_		• 8-1/2" x 11" - 2 copies
1			-35. Pedestrian and Vehicular Circulation
			• 24" x 36" – 1 copy, <u>folded</u>
			• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
			8 ½" x 11" – 1 copy (quality suitable for reproduction) Bistal
-			Digital — 1 copy (Text and drawing shall be black and white, and in the DWF format) 36. Bikeways & Trails Plan
+		~ LJ ~_	• 24" x 36" – 1 copy, folded
1			• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
			8 ½" x 11" – 1 copy (quality suitable for reproduction)
ŀ			37. Elevations
1			• 24" x 36" – 2 copies, folded black and white line drawing
1			(a grayscale copy of the color elevations will not be accepted.)
			• 24" x 36" – 2 color copies, folded
			 11" x 17" – 1 color copy, folded (quality suitable for reproduction)
			11" x 17" — T color copy, <u>folded grainly suitable for reproduction</u>) 11" x 17" — T copy, folded black and white line drawing (quality suitable for reproduction)
			8 ½" x 11" – 1 color copy, (quality suitable for reproduction)
			8 ½" x 11" – 1 copy black and white line drawing copy (quality suitable for reproduction)
		,	Digital — 1 copy (Text and drawing shall be black and white, and in the DWF format)
-			
Ī		 	-38. Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the
			Downtown Area.
			• 24" x 36" – 2 copies, folded
			Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
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		39. Perspectives
		• 24" x 36" - 1 color copy, <u>folded</u>
	ļ	• 11" x 17" – 1 color copy, <u>folded</u> (quality suitable for reproduction)
		• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
B		40. Streetscape Elevation(s)
		• 24" x 36" — 1 color copy, <u>folded</u>
		 11" x 17" – 1 color copy, <u>folded</u> (quality suitable for reproduction)
	<u> </u>	• 8 ½" x 11" - 1 color copy (quality suitable for reproduction)
☑		41. Wall Elevations and Details and/or Entry Feature Elevations and Details
		41. Wall Elevations and Details and/or Entry Feature Elevations and Details 24" x 36" – 1 color copy, folded 11" x 17" – 1 color copy, folded (quality suitable for reproduction)
]	• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)
		• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
M		42. Floor Plans
		• 24" x 36" – 1 copy, <u>folded</u>
	!	• 11" x 17" - 1 copy, folded (quality suitable for reproduction)
		Digital — 1 copy (Text and drawing shall be black and white, and in the DWF format)
-0-	-0-	43. Floor Plan Worksheet(s)
14 15 15		(Required for restaurants, bars or development containing there-of, and multi-family developments):
		◆ 24" x 36" − 1 copy, <u>folded</u>
		• 11" x 17" - 1 copy, <u>folded</u> (quality suitable for reproduction)
		● Digital — 1 copy (Text and drawing shall be black and white, and in the DWF format)
B		44. Roof Plan Worksheet(s)-
		• 24" x 36" – 1 copy, <u>folded</u>
		Digital — 1 copy (Text and drawing shall be black and white, and in the DWF format)
-	-85	45. Sign Details
		• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)
		• 11" x 17" – 1 copy, folded black and white line drawing (quality suitable for reproduction)
		• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
		8 ½" x 11" – 1 copy black and white line drawing (quality suitable for reproduction)
Ð		46. Exterior Lighting Site Plan (including exterior building mounted fixtures)
		• 24" x 36" – 1 copy, <u>folded</u>
		• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
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	LW		47. Exterior Lighting Photometric Analysis (policy provided)
			• 24" x 36" – 1 copy, folded
		<u> </u>	• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
	ਭ		48. Manufacturer Cut Sheets of All Proposed Lighting
	.		• 24" x 36" – 1 copy, folded
		 	• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
-		-	49. Cultural Improvement Program Plan
		!	Conceptual design of location
		!	 11" x 17" – 1 cöpy, folded (quality suitable for reproduction)
	.	1	• 8 ½" x 11" – 1 color copies (quality suitable for reproduction)
	ı.		 1 copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art)
	l	·	Narrative explanation of the methodology to comply with the requirement/contribution.
	-8-		50. Sensitive Design Concept Plan and Proposed Design Guidelines
	.	 	(Architectural, landscape, hardscape, exterior lighting, community features, common structures,
	.		etc.)
		I	• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		ا ــــــــــــــــــــــــــــــــــــ	8 ½" x 11" – 1 copy (quality suitable for reproduction)
	-8-		51. Master Thematic Architectural Character Plan
	.	. -	• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		<u> </u>	• 8 ½" x 11" - 1 copy (quality suitable for reproduction)
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			52. Drainage Report (information provided)
		∃	See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
			See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in
	- E		See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets 53. Master Drainage Plan
			See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets 53. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
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			See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets 53. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
			See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets 53. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.

		-54. Preliminary Basis of Design Report for Water and Wastewater
		See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans.
		8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
-0-	-8-	55. Preliminary Basis of Design Report for Wastewater
		See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.
	4	8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
-8-		56. Water Sampling Station
		Show location of sample stations on the site plan.
		• Fax 8 ½" x 11" copy of the site plan with sampling stations to the Water Quality Division.
		Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
-8		57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office
		Please contact office at 480-312-5685
		1 copy of the approval from the Water Conservation Office
	-	58. Native Plant Submittal:
	•	• 24" x 36" — 1 copy, <u>folded</u> .
		(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)
		59. Transportation Impact & Mitigation Analysis (TIMA) (information provided)
		Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.
		☐ Category 1 Study
	;	☐ Category 2 Study
		☐ Category 3 Study
	ı	 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets
<u> </u>		

THE CONTRACTOR		60. Revegetation Site Plan, including Methodology and Techniques
		• 24" x 36" – 1 copy, folded
		• 11" x 17" – 1:copy, folded (quality suitable for reproduction)
		61. Cuts and Fills Site Plan
		• 24" x 36" – 1 copy, folded
		• 11 x 17" – 1 copy, folded (quality suitable for reproduction)
		62. Cuts and Fills Site Cross Sections
		• 24" x 36" – 1 copy, <u>folded</u>
		• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
		63. Environmental Features Map
		• 24" x 36" — 1 copy, folded
		• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		64. Geotechnical Report
		8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
		65. Unstable Slopes / Boulders Rolling Map
		• 24" x 36" — 1 copy, folder
		• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
	. 🗆	66. Bedrock & Soils Map
		• 24" x 36" – 1 copy, folded
:		• 11" x 17" — 1 copy, folded (quality suitable for reproduction)
		67. Conservation Area, Scenic Corridor, Vista Corridor Plan
		• 24" x 36" – 1 copy, folded
		• 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		68 Other:
	,	
		□ 24" x 36" copy(ies), <u>folded</u>
		□ 11" x 17" copy(ies), <u>folded</u> (quality suitable for reproduction) □ 8 ½" x 11" copy(ies) (quality suitable for reproduction)
		☐ Digital — 1 copy (See Digital Submittal Plan Requirements)
\leq		□ Digital = 3 copy (see Digital Submittal Flam Keyun ements)

i V		PART III ≐ SAMPLES & MODELS
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Ø		 69. Paint Color Drawdowns 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
Ø		70. Exterior Building Color & Material Sample Board(s):
		8-1/2" x 14" material sample board(s)
		The material sample board shall include the following:
		A color elevation of one side of the building
		 3" x 3" Glass samples mounted on the board with reflectivity identify
		 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)
		o 2"x 2" of proposed paint colors
		 All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.
		• $11" \times 17" - 1$ copy, <u>folded</u> of a printed digital photo of the material board
		• 8 ½" x 11" -1 copy of a printed digital photo of the material board
	-	71. Electronic Massing Model:
		• 11" x 17" – 1 color copy, <u>folded</u>
		• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
		Scaled model indicating building masses on the site plan and the mass of any building within:
		750 foot radius from site
		Other:
		(The electronic model shall be a computer generated Sketch-up model or other electronic modeling media acceptable to the Current Planning Services department.)
-0		72. Electronic Detail Model:
ı		• 11" x 17" – 1 color copy, <u>folded</u>
		• 8 ½" x 11" - 1 color copy (quality suitable for reproduction)
		Scaled model indicating building masses on the site plan and the mass of any building within:
		750 foot radius from site
		Other:
	,	(The electronic model shall be a computer generated Sketch-up* model or other electronic modeling media acceptable to the Current Planning Services department.)
	!	

Planning and Development Services

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

		PART IV - 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.
Ø		73. An appointment must be scheduled to submit this application. 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; 851 -PA-2017.
Ø		74. Submit all items indicated on this checklist pursuant to the submittal requirements.
Ø		75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
Ø		76. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
		77. Other:

	DRB Development Application Crecklis
EZI_	78. If you have any question regarding this application checklist, please contact your Project Coordinator.
	. 00-
	Coordinator Name (print): Jest Sarnes Phone Number: 480-312- 2376
	Coordinator email: @scottsdaleaz.gov Date: 12/6/17
	Coordinator Signature:
	<u>.</u>
	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:

Planning and Development Services Division One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251

http://www.scottsdaleaz.gov/building-resources/forms

Phone: (480) 312-7000

Public Participation - DR, PP



Public participation ensures early notification and involvement prior to the filing of a formal application, which is an integral component of Scottsdale's public hearing process.

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - o Project request and description
 - o Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - o Conceptual site plan/elevations
 - Applicant and City contact names and phone numbers

Step 2: Document your Project Notification efforts as follows:

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

Step 3: Hold a minimum of 1 Open House Meeting (at least 2 weeks prior to formal application submittal)

- Send invite via 1st Class Letter to property owners & HOAs within 750', to the City's standard
 interested parties list, and to the City project coordinator at least 10 calendar days prior to open
 house meeting (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - o Location
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - o Zoning
 - Applicant and City contact names, phone numbers, and email addresses
 - o Scheduled open house(s) including time, date, and location
 - * Applicants are advised to send a second mailing following the open house and subsequent open houses
- Provide open house date, time, and location to City Project Coordinator at least 10 calendar days prior to open house. E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov

Public Participation - DR, PP



- Provide sign-in sheets and comment sheets at the open house meeting
- · Avoid holidays, weekends, and working hours
- Maintain contact with neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

⊠ Step 4: City will post public hearing sign notices and provide other public notification

- Mailing out postcards to property owners within 750 feet
- Posting case information on the City website
- · Posting on social media
- Sending to email subscribers

Development Applications Process

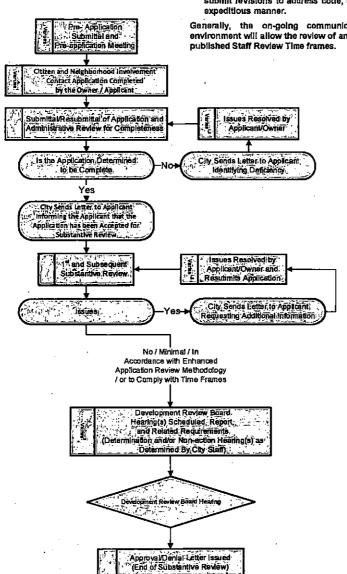
Enhanced Application Review Development Review (DR and PP)



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:

- 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.
- The substantive review, and the overall time frame time is suspended during the public hearing processes.
- Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review. | Constitution Review. | Review | Review. | Rublic Hearing Process | Approvat/Denial | Rublic Hearing Process | Process | Approvat/Denial | Rublic Hearing Process | Public Hearing Process | Public Hearing Process | Approvat/Denial | Rublic Hearing Process | Approvat/Denial | Approvat/

Development Applications Process

Standard Application Review Development Review (DR and PP)





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.

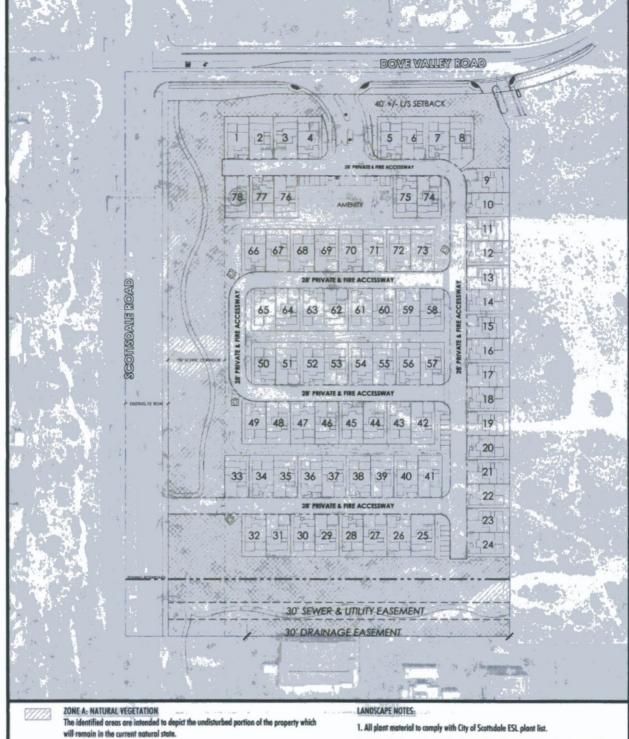
information will be provided. Pre-Application The City is not required to provide an applicant the opportunity to resolve Submitted and application deficiencies, and staff is not permitted to discuss or request application Meeting additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Citizen and Neighborhood involvement Staff Review Time and the likelihood of a written denial, or Contact Application Completed by the Owner / Applicant recommendation of denial is significantly increased. Submittal/Resubmittel of Application and Issues Resolved by Applicant/Owner. Administrative Review for Completenes: City Sends Letter to Applicant is the Application Determined to be Complete Identifying Denciency Yes City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review City Sends Letter to Applicant Requesting Additional Information / 2nd Substantive Applicant/Owner, and Review Resubmits Application Are the Issues on the Issues Applicant/Agent Agrees to a 3rd Substantive Review City Sends Letter to Applicant Requesting Additional Information No / Minimel / In and an increase in the substantive and overall time hames.

(Must be in Witting) Accordance with Standard Application Review Methodology / or to Comply with Time Frames Νo Issues Resolved by Applicant/Owner and Development Review Board, Hearing(s) Scheduled, Report, Resubmits Application = and Related Requirements (Recommendation and/or Non-action Hearing(s)) as Determined By City Staff) 3rd Substantiva Review Time period determined by elopment Review Board Hearing owner/applicant. 2. All reviews and time frames are suspended from the date a the letter is issued requesting additional Information until the date Approva/Denal Letter leaved. (End of Substantive Review) 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. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review Public Hearing Process Approval/Denial 18:Sterry/Sniking Days, Review 15:Sterry/Sniking Days, Review 1





ZONE B: ENHANCED PLANTING

Concentrated at the project entry and throughout the project's common areas, this zone will be irrigated and planted with nursery grown landscape plant material. Plant selections will be designed to complement the naturally occurring vegetation, but will be planted more densely. Salvaged plant material from ansite may be used in this zone.

ZONE C: NATIVE PLANTING

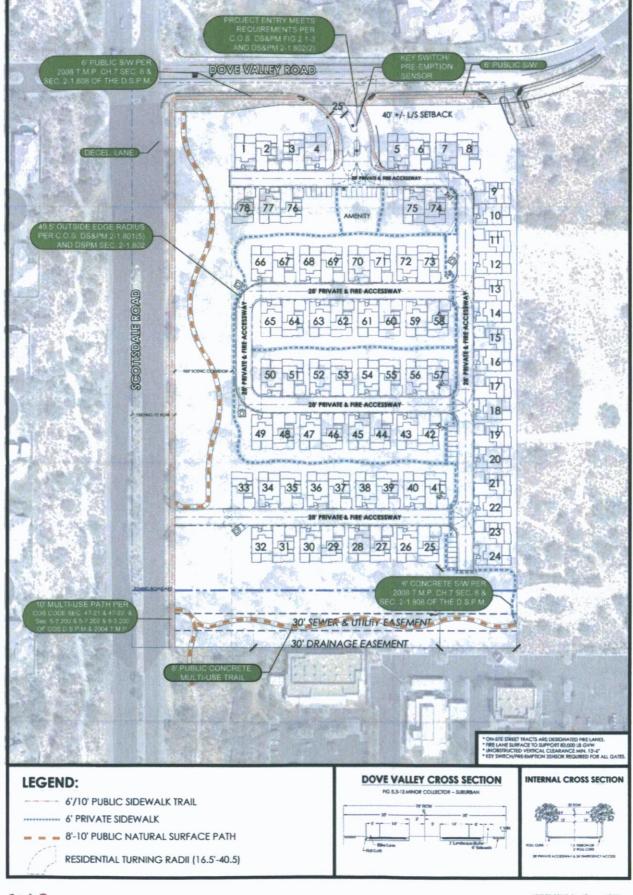
The identified areas will be revegetated to visually mitigate the disturbance caused by construction. The plant selection and density will be designed to appear similar to the Natural Vegetation Zone. Salvaged plant material from onsite may be used in this zone.

- All disturbed areas to be top dressed with 'desert floor' decomposed granite to match color and size of adjacent inert material.
- 3. All berms to have maximum 4:1 side slopes.
- 4. Boulders are to be surface select site boulders, 1/3 buried in soil, typ.
- 3 trees per dwelling unit shall be provided with a minimum of 234 tree per Section 10.502 of the Zoning Ordinance.











Front Elevation



Left Elevation

Model A



Front Elevation



Right Elevation





SCOTTSDALE HEIGHTS

Elevetim

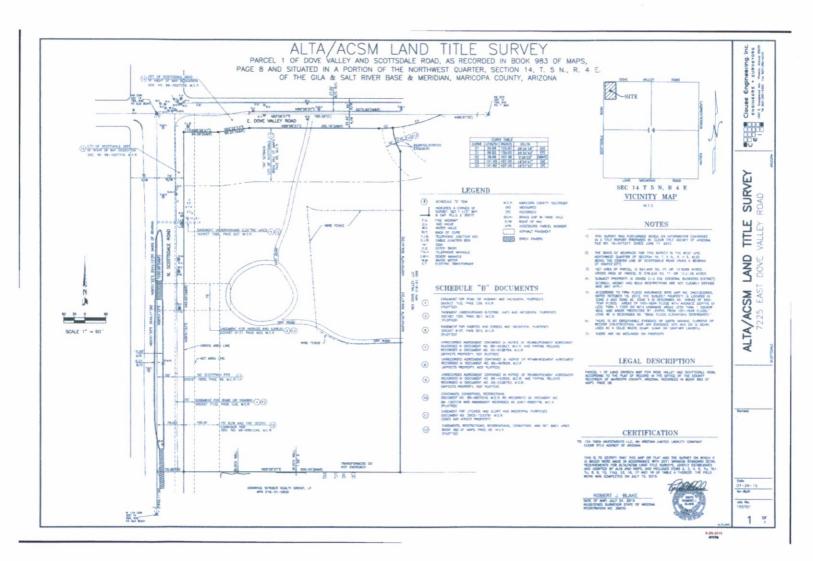
VEGETATION AND CACTUS GROUPINGS/SPECIMENS LOCATED FROM ABRIAGE FINDTOGRAPHY.

IOTE: A MORE DETAILED VEGETATION SURVEY WILL BE PERFORMED AT A LATER NAME TO DENIEW SCHAFF AND VEGETATION TYPES ON SITE



APPROX. SCALE: 1"=50" NORTH







(INCLUDES 1 ACCESSIBLE SPACES) R-3 ESL DEVELOPMENT STANDARDS MIN. BLDG. SETBACK:

MIN. YARD SETBACK: MIN. DISTANCE BETWEEN BLDGS.: MIN. BLDG. SETBACK: MAX. BLDG. HEIGHT MIN. GARAGE DOOR SETBACK:

0' IADJACENT TO C-2) 10' (ADJACENT TO C-2) 10' (ADJACENT TO C-2)

15' (ADJACENT TO R-1 OR R-4) 1-STORY FACE OF GARAGE SHALL BE SETBACK FROM CURB, SIDEWALK
OR TRAVEL LANE EITHER 3' OR 6', OR AT LEAST 18'.

N.A.O.S PROVIDED - REVEGETATED: N.A.O.S PROVIDED - UNDISTURBED: N.A.O.S - SCARRED/TO BE RESTORED CREDIT (0.6 AC) ACTUAL SCARRED AREA BEFORE 2:1 CREDIT - 3 AC TOTAL N.A.O.S PROVIDED:

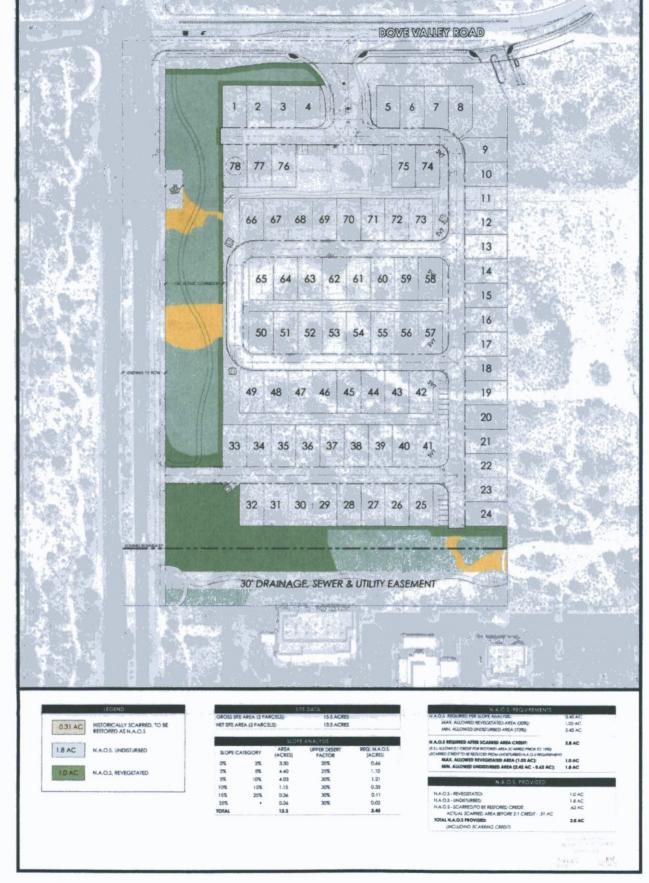
COMMON OPEN SPACE R-3 REQUIRED: 4.28 AC. (36% OF NET) C-2 REQUIRED: .14 AC. (10% OF NET) PROVIDED: 5.2 AC (39% OF NET)





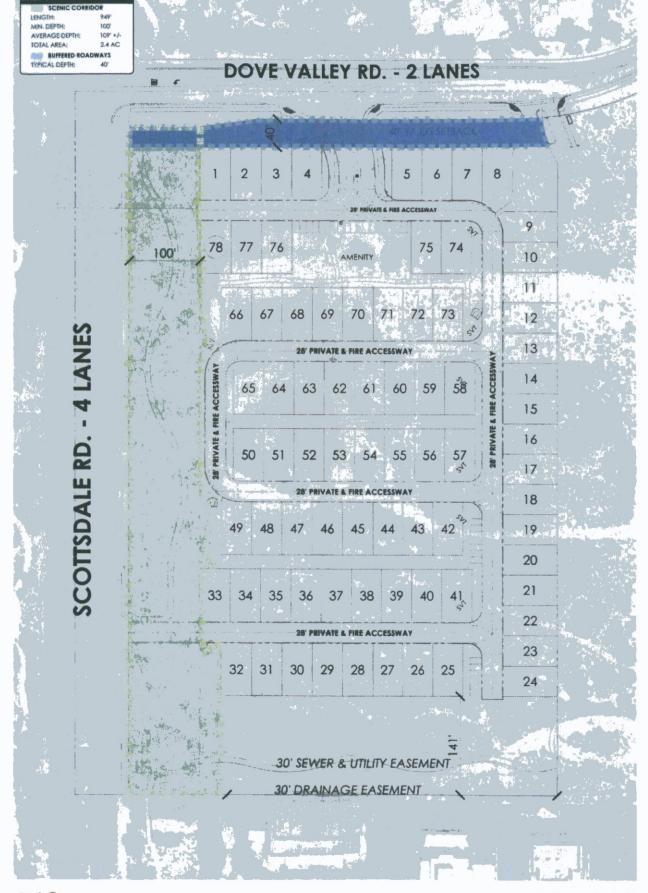








NAOS



Ruenger, Jeffrey

From:

Projectinput

Sent:

Tuesday, November 14, 2017 2:08 PM

To:

Projectinput

Subject:

Online Pre-Application Submitted (851-PA-2017)

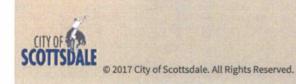


Pre-Application Number: 851-PA-2017

Project Name: **Scottsdale Heights**Location: **7225 E DOVE VALLEY RD**

Contact Name: Alex Stedman
Contact Phone: (480) 994-0994

Contact Email: astedman@lvadesign.com



COTTODALE HEIGHTS







