

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



TOMECAK
DESIGN

The Cadri
4161 North Craftsman Court
Scottsdale, Arizona 85251

May 3, 2018

Project Narrative

I. Summary

The request is for Development Review Board ("DRB") approval of a new mixed-use development consisting of a first floor retail and/or office, second floor residential units and third floor residential units on an approximately 10,570 square foot parcel located at the NEC of Craftsman Court and 3rd Avenue. Parking will be provided in a single-level under podium structure on the ground level.

The new building design has a contemporary urban theme providing a stylish but conservative high end environment befitting of its location in the key location in Old Town Scottsdale. Building massing includes step backs and elements moving horizontally and vertically. The design and massing of the building lends itself to invite patrons and residence to move about Old Town and become vital parts of the everyday activity it has to offer. Extensive balconies and outdoor spaces for each residential unit along with integrated shade structures both on the faces of the building, covering the walk ways and on the roof top provide necessary and complimentary shading for allowing people to partake in the active outdoor lifestyle of Scottsdale. The integrated solar structures also take a unique approach to making the building energy efficient and reducing the electrical needs of the building and its residence. These all add to the interesting elements along and visible from the streetscape. Landscaping materials conform to the Downtown design guidelines and incorporated on all levels to provide softening of the exterior spaces. This will be an attractive and desirable addition to the Old Town Scottsdale community.

II. Context

The current property is an approximately 10,572 square foot parcel of land (APN 173-50-021A) commonly referred to as either 4151 or 4161 N. Craftsman Court, Scottsdale, Arizona. The property is currently used as a retail site improved by two separated but synergistic one story buildings which are approximately 2,590 square feet in the aggregate. Craftsman Court and 3rd Avenue are experiencing some revitalization and we are confident that this will positively contribute and impact this area. The property is bordered on the West by Craftsman Court, on the South by 3rd Avenue and on the East by the public alleyway. To the North, the property is bordered by a two-story block/stucco retail building which is currently being operated as "The Brush Bar" (a paint and wine bar). Across Craftsman Court is a two-story stucco office and retail building setting on

four separate parcels. Across 3rd Avenue is "The Venue", a three-story entertainment venue and cocktail lounge consisting of approximately 34,000 square feet of improvements. Across the alley way is a four-story public parking garage owned by the City.

III. Conformance to Development Review Board Criteria

The Development Review Board Criteria and responses are as follows:

1. Describe how the proposed development is consistent with the design and character components of the applicable guidelines, development standards, Design Standards and Policy Manual, master plans, character plans and General Plan.

The Scottsdale General Plan designates the property as "Mixed-Use Neighborhoods" that are located in areas with strong access to multiple modes of transportation and major regional access and services, and have a focus on human scale development. These areas could accommodate higher density housing combined with complementary office and retail uses or mixed-use structures above commercial or office space." The project is served with a variety of transportation options that regularly service this area including bus, trolley, pedicab and bicycle as well as other non-motorized opportunities along the Arizona Canal and this portion of Old Town Scottsdale. The vertical integration of residential above retail/office as recommended by the General Plan is a major feature of the project.

Relevant General Plan Character and Design Goals incorporated into the design and development are the following:

"CD Goal 1. Determine the appropriateness of all development in terms of community goals, surrounding area character, and the specific context of the surrounding neighborhood. Respond to regional and city-wide contexts with the new and revitalized development in terms of the following: Scottsdale as a southwestern community; Scottsdale as a part of a large metropolitan area with unique reputation, image, character and identity within its regional setting; . . . consistently high community quality expectations; . . . physical scale relating to the human perception at different points of experience;"

As shown on the development plans the project is consistent with what may be termed a contemporary urban design that is similar to yet distinct from other Downtown redeveloped properties which build upon Scottsdale's design ethos for quality development and upscale urban living, office and retail opportunities.

"CD Goal 4. Encourage "streetscapes" for major roadways that promote the city's visual quality and character, and blend into the character of the surrounding area. Streetscape is a term used to describe the combination of individual design elements that give character to the street frontages of the city. Some examples of these elements are landscaping, street furniture, lighting and sidewalk design. . . ."

The property is a unique parcel in this area of Old Town Scottsdale with three exposed sides. It will also be one of the first major mixed use residential redevelopment opportunities in this area. The overall image and design continues the urban inclusive theme of creating inviting pedestrian areas and walkways and a visually inviting corner.

As previously mentioned and described above, the project imbues the following companion guidelines of Scottsdale's Sensitive Design Principles and the Downtown Character Area Plan.

Scottsdale's Sensitive Design Principles last approved by the DRB in 2001 provide an overarching layer of design guidelines. The project applicable principles are as follows: "the design character of any area should be enhanced and strengthened by new development; . . . the design of the public realm including streetscapes . . . is an opportunity to provide identity

to the community and to convey its design expectations; integrate alternative modes of transportation, including bicycles and bus access . . . ; consideration of the pedestrian by providing landscaping and shading elements; . . . buildings should be designed with a logical hierarchy of masses".

The Downtown Character Area Plan with its goals mentioned below echo the design goals of the General Plan and Scottsdale's Sensitive Design Principles.

"The design character of any area should be enhanced and strengthened by new development that promotes the contextual compatibility. Downtown development should . . . respect and respond to the unique climate and context of the southwestern Sonoran desert . . . strengthen the pedestrian character and create strong pedestrian linkages . . . create coherent and consistent streetscapes . . . incorporate a regional landscape palette that complements Downtown's urban character . . . and implements high quality design in Downtown architecture."

2. Explain how the proposed development will contribute to the general health, welfare, safety and convenience of persons residing or working in the vicinity.

The property which has been a successful single user retail operation for decades will be redeveloped with an attractive and distinctive building design with a pedestrian-oriented streetscape presence. It will create a lively, inviting and distinctive corner in this area of Old Town Scottsdale that will inspire and add to the family friendly, pedestrian friendly live-work environment.

3. Describe the spatial relationship that will exist between nearby structures and the proposed development, as well as open spaces, and topography, both within the project site and in the surrounding context.

Rather than the property developing in concert with the extremely dated properties to the north and west, this project will establish the design character for those properties in the future and will create vibrancy and full time residents (both live and work) activities.

4. Explain how the site layout will promote safety and convenience relative to ingress, egress, internal circulation for pedestrians and vehicles, parking areas, loading and service areas.

Sidewalks along Craftsman Court and 3rd Avenue will continue to provide pedestrian access to the building and intersecting sidewalks. Vehicular access will continue to be viable on those same streets. Residents and visitors will have access to both the private on-site parking as well as the ability to utilize the four-story City owned parking structure immediately to the East. Existing angled street parking is retained along both bordering street.

5. Describe how the architectural characteristics of the proposed development relate to character elements and design features of the structures that are within the surrounding context.

The high design diversity of this part of Old Town Scottsdale is maintained and strengthened with this proposed development. The scale and materials directly complement the surrounding Southwest feel while the contemporary design adds to the vibrant redevelopment of properties in this area of Old Town Scottsdale.

6. Describe how the design features and details of the proposed development have been utilized to screen all mechanical equipment, appurtenances and utilities.

All mechanical equipment, appurtenances and utilities have been screened from public view by placing them on the rooftop with a parapet wall that is insulated to minimize noise.

7. Describe how the proposed development is consistent with the Sensitive Design Principles, pertinent Architectural Design Guidelines and other design guidelines.

In keeping with the Sensitive Design Principles, the character of the area will be enhanced by this new development having created an attractive design with uses that will complement the redevelopment of the area. The building is a successful showcase of how to develop a small in-fill corner parcel. Building step backs, segmented building volumes, deep fenestrations and solar shading have been incorporated throughout.

8. If the proposed development is located within the Downtown District, then describe how the proposed development has incorporated urban character and pedestrian orientation throughout the design of the project.

The building incorporates design elements already established within redeveloping areas in the immediate area by an emphasis on contemporary urban character and pedestrian experience. Due to the frontage on Craftsman Court, 3rd Avenue and the pedestrian friendly alley way to the East, this project will enhance and continue to enjoy regular pedestrian traffic.

9. If the proposed development is located within the Downtown District, then describe how the proposed development has incorporated traditional or southwestern design vernaculars, subdivided the building form into smaller character elements, emphasized fine-grain detailing, and utilized recessed fenestrations.

The building has a distinct contemporary feel and remains consistent with the scale encouraged by the Downtown zoning ordinance. The style of the building is an interpretation of an urban downtown mixed-use building with strong geometry, stepped-back massing, and creatively applied mix of materials of block, metal, stone and glass. Large recessed fenestrations and staggered patios on all levels provide further movement of the building segments.

In conclusion ownership and the design team believe that the project will be a welcomed addition to the immediate area and contribute to the vibrancy of uses and design excellence in this upcoming area of Old Town Scottsdale.

If you have any questions or require additional information, please feel free to contact us at 602.619.7751.

Sincerely,

Mark Tomecak, R.A.

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 type="checkbox"/>

Project Name: _____

Property's Address: _____

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>TOM HIGGINBOTHAM</u>	Agent/Applicant:
Company: <u>4161 CRAFTSMAN LLC</u>	Company:
Address: <u>1830 E ELLIOT RD. STE 104 TEMPE 85284</u>	Address:
Phone: <u>602-295-4545</u> Fax: <u>480-491-4204</u>	Phone: Fax:
E-mail: <u>TOM.HIGGINBOTHAM@SUPREVALUTO.COM</u>	E-mail:
Designer:	Engineer:
Company:	Company:
Address:	Address:
Phone: Fax:	Phone: Fax:
E-mail:	E-mail:

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.

<input type="checkbox"/> Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/> Standard Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature <u>[Signature]</u>	Agent/Applicant Signature _____
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Official Use Only	Submittal Date: _____	Development Application No. _____
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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 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

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.

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. No application shall be accepted without all items marked below.
<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"> • 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.
<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

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – 2 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements (form provided)
		13. Design Guidelines <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input checked="" type="checkbox"/> Downtown Urban Design and Architectural Guidelines </div> <div> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input checked="" type="checkbox"/> Lighting Design Guidelines <input checked="" type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </div> </div> <ul style="list-style-type: none"> The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> Provide one copy of the Neighborhood Notification Report Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.
		15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided) <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy of the set of prints <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. 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.

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of No Effect / Approval Application (form provided) <input type="checkbox"/> Archaeology Survey and Report - 3 copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies <input type="checkbox"/> Copies of Previous Archeological Research - 1 copy
<input type="checkbox"/>	<input type="checkbox"/>	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) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit)
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) <ul style="list-style-type: none"> The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.

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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> 24" x 36" – 2 color copies, folded ✓ 11" x 17" – 1 color copy ✓ 8 ½" x 11" – 1 color copies (quality suitable for reproduction) ✓ <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p><input checked="" type="checkbox"/> Other: <u>300 sq ft</u></p>

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Site Plan <ul style="list-style-type: none"> • 24" x 36" – 12 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	25. Open Space Plan (Site Plan Worksheet) (Example Provided) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	26. Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	29. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30. Landscape Plan <ul style="list-style-type: none"> • 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.) • 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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Development Review Application Checklist

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

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38. Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	39. Perspectives <ul style="list-style-type: none"> • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	40. Streetscape Elevation(s) <ul style="list-style-type: none"> • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	41. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	42. Floor Plans <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	43. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	44. Roof Plan Worksheet(s) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	45. Sign Details <ul style="list-style-type: none"> • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) • 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)

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Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	46. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	47. Exterior Lighting Photometric Analysis (policy provided) <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	48. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	49. Cultural Improvement Program Plan <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 color copies (quality suitable for reproduction) 1 – copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input type="checkbox"/>	<input type="checkbox"/>	50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	51. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	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. <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	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. <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>54. Preliminary Basis of Design Report for Water and Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	<p>55. Preliminary Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	<p>56. Water Sampling Station</p> <ul style="list-style-type: none"> Show location of sample stations on the site plan. Fax 8 1/2" 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
<input type="checkbox"/>	<input type="checkbox"/>	<p>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</p> <p>Please contact Elisa Klein at 480-312-5670</p> <ul style="list-style-type: none"> 1 copy of the approval from the Water Conservation Office
<input type="checkbox"/>	<input type="checkbox"/>	<p>58. Native Plant Submittal:</p> <ul style="list-style-type: none"> 24" x 36" 1 – copy, folded. <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>59. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets

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<input type="checkbox"/>	<input type="checkbox"/>	60. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	61. Cuts and Fills Site Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	62. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	63. Environmental Features Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	64. Geotechnical Report 8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	65. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	66. Bedrock & Soils Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	67. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	68. Other: grading & Drainage Plan <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> 24" x 36" – <u>4</u> copy(ies), folded <input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction) <input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements) </div>

Development Review Application Checklist

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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	69. Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	70. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> 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.) 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" x 17" – 1 copy, folded of a printed digital photo of the material board 8 1/2" x 11" – 1 copy of a printed digital photo of the material board
<input type="checkbox"/>	<input type="checkbox"/>	71. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) <p>Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	72. Electronic Detail Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) <p>Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>

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PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

[illegible]

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Development Review Application Checklist



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

Coordinator Name (print):

DAN SYMER

Phone Number: 480-312-

9218

Coordinator email:

dsymer@scottsdaleaz.gov

Date:

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

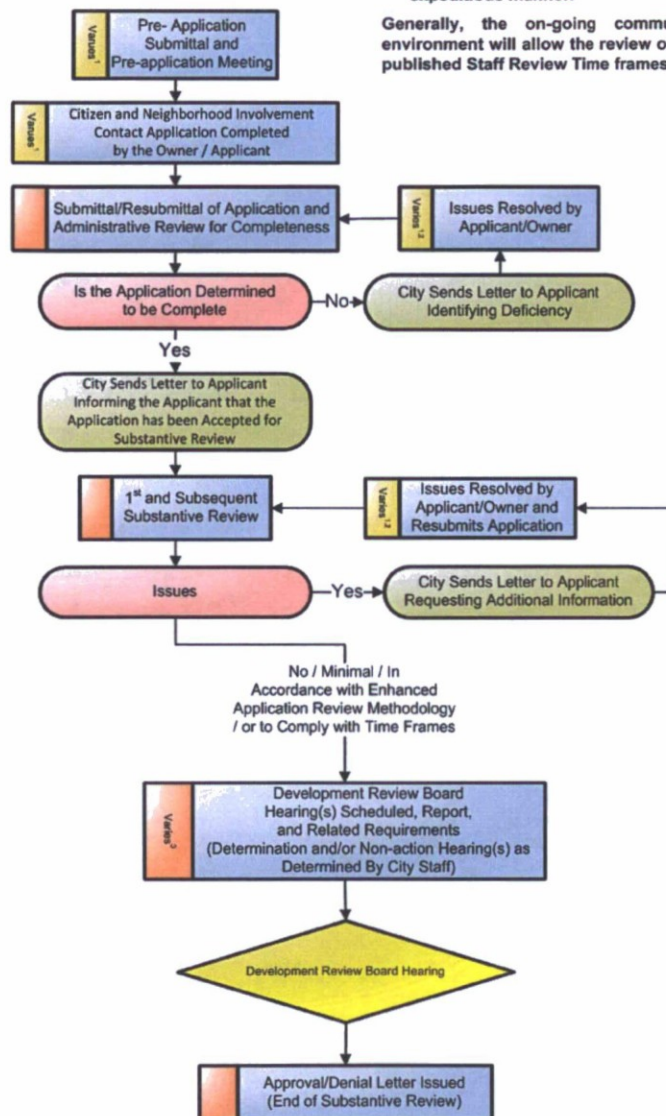
Development Review (DR and PP)

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	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 ^{2,3,4}	Time Frames Vary ³	

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Development Applications Process

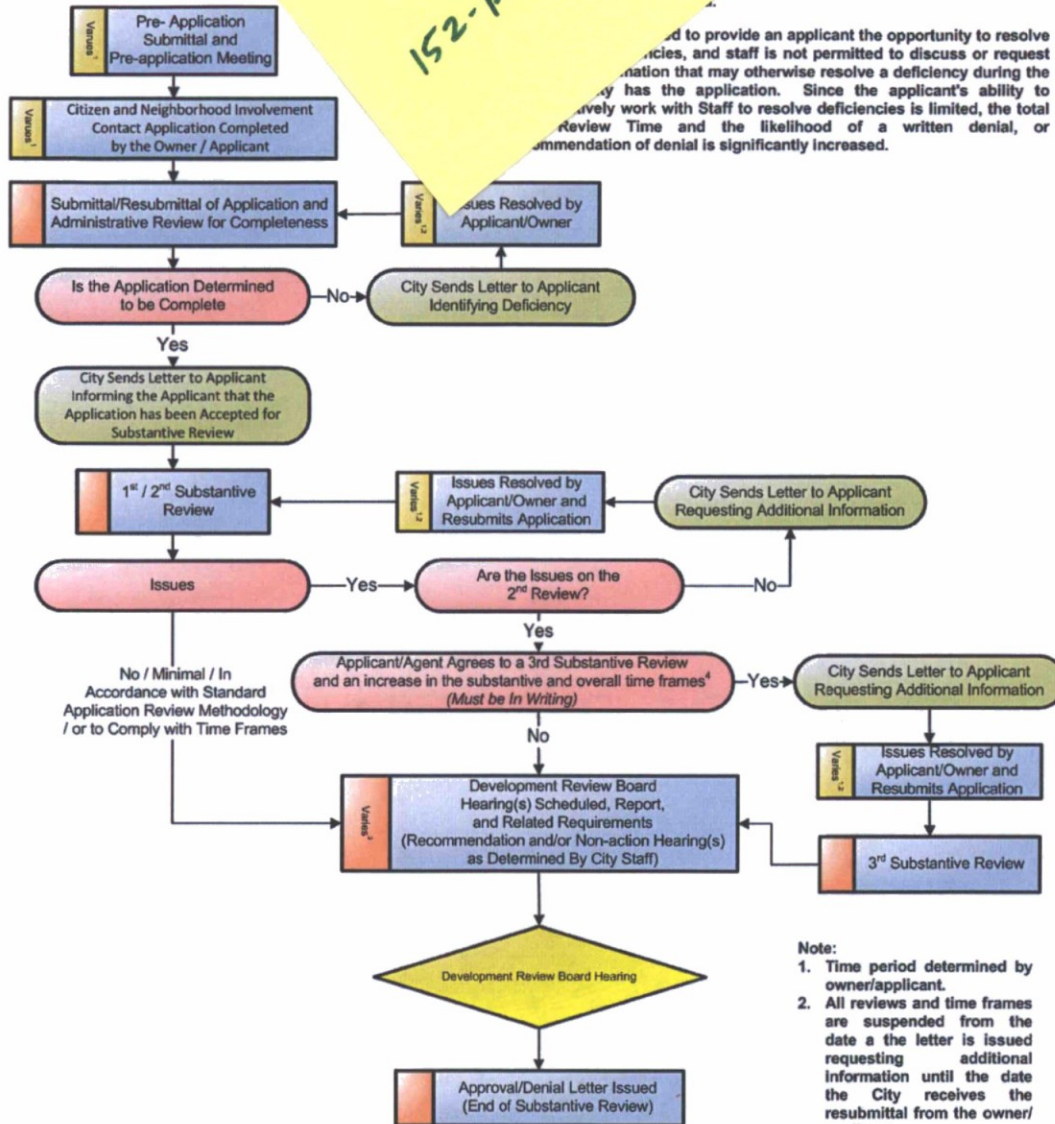
Standard Application Review

Development Review (DR and PP)

Application Review Methodology:

Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. The City significantly minimizes the applicant's ability to request a review of an application. After the review, a written approval or denial, or a written request for additional information is issued.

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



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 ^{2,3,4}	Time Frames Vary ³	

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