

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

WONDERSPACES
7014 E. Camelback Rd. Ste. 548

Conditional Use Permit (Bar) / Project Narrative

Wonderspaces will open an art exhibition/gallery space on the lower level of Scottsdale Fashion Square (the “mall”) adjacent to the food court in a portion of the space previously occupied by Harkins Theatres. The 15,987 square foot suite will include five galleries, and a small bar near the entrance. Wonderspaces will run a series of shows, featuring approximately 14 immersive or interactive artworks for periods of four months each, three times per year. Wonderspaces would like to offer guests 21 and over the opportunity to enjoy alcoholic beverages as an amenity to the unique experience. To allow flexibility for space planning and installation of various exhibits, Wonderspaces has applied to license the entire suite.

CONDITIONAL USE PERMIT CRITERIA (Scottsdale Zoning Ordinance §1.401)

A. The granting of a conditional use permit will not be materially detrimental to the public health, safety or welfare due to:

1. Damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination.

The proposed use will not create any noise, smoke, odor, dust, vibration or illumination within or outside Wonderspaces’ suite. All activity will take place inside the suite, and will not detrimentally affect other mall tenants or residential and commercial properties outside the mall (the nearest residential use is approximately 800 feet away on the north side of Highland Avenue).

2. Impact on surrounding areas resulting from an unusual volume or character of traffic.

Traffic access to Wonderspaces will be through the current ingress/egress on Camelback Road, Scottsdale Road, Goldwater Boulevard, and Highland Avenue. The proposed use will not increase traffic in the surrounding areas.

B. The characteristics of the proposed conditional use are reasonably compatible with the types of uses permitted in the surrounding areas.

The proposed use is compatible with uses inside and outside the mall, including office, retail, entertainment, bars and restaurants.

BAR USE CRITERIA (Scottsdale Zoning Ordinance §1.403.C)

1. The use shall not disrupt the balance of daytime and nighttime uses.

The proposed use will not disrupt other daytime or nighttime uses in the mall. Wonderspaces will be open from 9 am until 12 am. Most retail stores in the mall close at or before 9 pm, and restaurants in and around the mall close at or before 12 am.

2. The use shall not disrupt pedestrian-oriented daytime activities.

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The proposed use is ancillary to the guest experience inside the gallery space. It will not disrupt pedestrian traffic for daytime activities inside or outside the mall.

3. *If the site is located within the downtown overlay district,*
a. *The use shall not encourage displacement of daytime retail uses unless it can be demonstrated that the proposed use shall promote diversity of first floor uses along the street.*

The proposed bar use won't displace daytime retail uses. Wonderspaces will open in a currently-vacant suite, which will enhance daytime retail uses inside the mall by attracting new visitors (individuals, families and large groups).

- b. *The required parking for the use shall be within 600 feet of the property and shall not be separated from the property of a major or minor arterial street.*

The property owner provides parking within 600 feet of the proposed use.

4. *If the use is located within five hundred feet of a residential use or district,*

- a. *The use shall not adversely impact residential uses.*
b. *The use shall provide methods of buffering residential uses.*

The proposed use is not within 500 feet of a residential use or district.

5. *An active management and security plan shall be created approved, implemented, maintained, and enforced for the business.*

Wonderspaces' Security, Maintenance and Operations Plan has been approved by the Scottsdale Police Department, and is filed with the current application.

6. *The property owner shall create a written exterior refuse control plan for approval by the City.*

Wonderspaces will use the onsite (outside) dumpsters provided and maintained by the property owner, and will comply with the mall's refuse plan.

7. *The property owner shall demonstrate how noise and light generated by the use shall be mitigated.*

The proposed use will not generate noise or light. All activities at Wonderspaces will take place inside the suite in the mall.

8. *The use shall conform to the parking requirements of Article IX and shall not exceed capacity for traffic in the area.*

The property owner provides nearly 7,000 on-site public parking spaces for mall guests. The proposed use will not require additional parking.

9. *After hours establishments must maintain a valid after hours establishment license.*

Wonderspaces does not intend to operate after-hours.

Development Application



Development Application Type:

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

| Zoning | Development Review | Land Divisions |
|---|--|--|
| <input type="checkbox"/> Rezoning (ZN) | <input type="checkbox"/> Development Review (Major) (DR) | <input type="checkbox"/> Subdivision (PP) |
| <input type="checkbox"/> In-fill Incentive (II) | <input type="checkbox"/> Development Review (Minor) (SA) | <input type="checkbox"/> Subdivision (Minor) (MD) |
| <input checked="" type="checkbox"/> Conditional Use Permit (UP) | <input type="checkbox"/> Wash Modification (WM) | <input type="checkbox"/> Land Assemblage |
| <input type="checkbox"/> Text Amendment (TA) | <input type="checkbox"/> Historic Property (HP) | Other |
| <input type="checkbox"/> Development Agreement (DA) | Wireless Communication Facilities | <input type="checkbox"/> Annexation/De-annexation (AN) |
| Exceptions to the Zoning Ordinance | <input type="checkbox"/> Small Wireless Facilities (SW) | <input type="checkbox"/> General Plan Amendment (GP) |
| <input type="checkbox"/> Minor Amendment (MN) | <input type="checkbox"/> Type 2 WCF DR Review Minor (SA) | <input type="checkbox"/> In-Lieu Parking (IP) |
| <input type="checkbox"/> Hardship Exemption (HE) | Signs | <input type="checkbox"/> Abandonment (AB) |
| <input type="checkbox"/> Variance/Accommodation/Appeal (BA) | <input type="checkbox"/> Master Sign Program (MS) | Other Application Type Not Listed |
| <input type="checkbox"/> Special Exception (SX) | <input type="checkbox"/> Community Sign District (MS) | <input type="checkbox"/> Other: _____ |

Project Name: WONDERSPACES

Property's Address: 7014 E CAMELBACK RD. STE. 548

Property's Current Zoning District Designation: D / DRU-2; PBD / DO

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: SCOTTSDALE FASHION SQUARE, LLC | Agent/Applicant: ANDREA LEWKOWITZ |
| Company: <u>Macerich</u> | Company: LEWKOWITZ LAW OFFICE PLC |
| *Address: 401 WILSHIRE BLVD. STE 700, SANTA MONICA, CA 90401 | Address: 2600 N CENTRAL AVE. STE. 1775, PHOENIX, AZ 85004 |
| Phone: <u>(602) 953-6526</u> Fax: _____ | Phone: (602) 200-7222 Fax: _____ |
| E-mail: <u>Karen.maynard@macerich.com</u> | E-mail: <u>andrea@lewklaw.com</u> |
| Designer: <u>*11411 N. Tatum Blvd. Phoenix 85028</u> | 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 applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology.

| | |
|---|---|
| <input checked="" 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. |

| | |
|---------------------------------------|---|
| <u>[Signature]</u> Owner Signature | <u>[Signature]</u> Agent/Applicant Signature |
|---------------------------------------|---|

Official Use Only Submittal Date: _____ Development Application No.: _____

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona

Development Application

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Revision Date: 5/10/2018

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.

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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.

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Submittal Fee



Fee Amount: \$ 2550.00

Check the box for Fee / Case Type:

- | | | |
|-------------------------------------|------|--|
| <input type="checkbox"/> | 3136 | Abandonment |
| <input type="checkbox"/> | 3140 | Board of Adjustment Fees |
| <input type="checkbox"/> | 3143 | Infill Incentive District |
| <input type="checkbox"/> | 9550 | In lieu Parking |
| <input type="checkbox"/> | 3239 | Time Extension |
| <input type="checkbox"/> | 3150 | Preliminary Plat / Minor Division Fees |
| <input type="checkbox"/> | 3153 | Hardship Exemption or Special Exemption |
| <input type="checkbox"/> | 3165 | Development Review Application |
| <input type="checkbox"/> | 3166 | Staff Approval (Minor-Case) |
| <input type="checkbox"/> | 3170 | Rezoning Application |
| <input type="checkbox"/> | 3173 | General Plan Application |
| <input checked="" type="checkbox"/> | 3175 | Use Permit Application |
| <input type="checkbox"/> | 3229 | Staff Approval (Major-Case) |
| <input type="checkbox"/> | 3230 | Wash Modification |
| <input type="checkbox"/> | 3231 | Minor Amendment |
| <input type="checkbox"/> | 3232 | Wireless Communications Facility |
| <input type="checkbox"/> | 3233 | Small Wireless Facility – (\$87) (\$250) |
| <input type="checkbox"/> | 3109 | SWF/Cellular Site for plan Submittal |
| <input type="checkbox"/> | 3108 | Cell Site – SWF for ROW permit |

Applicant Contact Info:

Name: Andrea Lewkowitz

Phone Number: 602-200-7222

Address: 2600 N. Central Ave. #177
Phoenix 85005

Project Info:

Project Name: Wonderspaces Inc.

Pre-App #: 665-PA-2018

Staff Info:

Staff Name: Melissa

Phone Number: (480) 312-4213

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



City of Scottsdale Cash Transmittal

116759

116759
4 01156373
9/18/2018 PLN-1STO/
KHEMBY HP600G2019
9/18/2018 3:51 PM
\$2,550.00

Received From :

Andrea Lewkowitz
2600 N CENTRAL AVE STE 1775
PHOENIX, AZ 85004
602-200-7222

Bill To :

LEWKOWITZ LAW OFFICE PLC
2600 N CENTRAL AVENUE STE. 177
PHOENIX, AZ 85005
(602) 200-7222

| | | | |
|-------------------------------|-----------------------------------|---------------------|-------------|
| Reference # | 665-PA-2018 | Issued Date | 9/18/2018 |
| Address | 7014 E CAMELBACK RD STE 548 | Paid Date | |
| Subdivision | SCOTTSDALE FASHION SQUARE AMENDED | Payment Type | CREDIT CARD |
| Marketing Name | | Cost Center | |
| MCR | 1201-08 | Jurisdiction | SCOTTSDALE |
| APN | 173-37-009 | Water Zone | |
| Owner Information | | Water Type | |
| SCOTTSDALE FASHION SQUARE LLC | | Sewer Type | |
| PO BOX 4085 | | Meter Size | |
| SANTA MONICA, AZ 90411 | | | |
| (310) 394-6000 | | | |

| Code | Description | Additional | Qty | Amount | Account Number |
|------|------------------------|------------|-----|------------|-----------------|
| 3175 | USE PERMIT APPLICATION | | 1 | \$2,550.00 | 100-21300-44221 |

City of Scottsdale

7447 E. Indian School Rd.
Scottsdale, AZ 85251

(480) 312-2500
One Stop Shop

Date: 9/18/2018
Office: PLN-1STOP
Tran #: 4
Cashier: KHEMBY
Mach ID: HP600G20199
Batch #: 68115

Receipt: 01156373 Date: 9/18/2018 3:51 PM
116759

3175 USE PERMITS \$2,550.00

TENDERED AMOUNTS:

American Express Tendered: \$2,550.00
CC Last 4: 1002 Auth Code: 0

Transaction Total: \$2,550.00

Thank you for your payment.
Have a nice day!

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SIGNED BY ANDREA LEWKOWITZ ON 9/18/2018

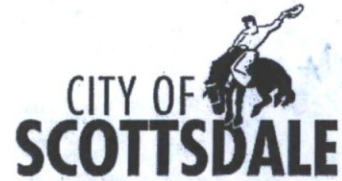
Total Amount **\$2,550.00**

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

3" and larger water meter fees are based on cost recovery. The city will contact the owner of the construction permit if additional funds are due. Payment will be due within 30 days notification.

TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 116759

Conditional Use Permit Development Application Checklist



Minimal Submittal Requirements:

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

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

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 8 of this application.

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

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

PART I -- GENERAL REQUIREMENTS

| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1. Conditional Use Permit Application Checklist (this list) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2. Application Fee \$ <u>2,550.00</u> (subject to change every July) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • 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. |
| | | Prior to application submittal, please research original zoning case history to find the original adopted |

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Conditional Use Permit Application Checklist

| | |
|--|---|
| <input checked="" type="checkbox"/> N/A | 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. |
| <input checked="" type="checkbox"/> N/A | 4. Request to Submit Concurrent Development Applications (form provided) |
| <input checked="" type="checkbox"/> N/A | 5. Proposition 207 wavier or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided) |
| <input checked="" type="checkbox"/> N/A | 6. Letter of Authorization (from property owner(s) if property owner did not sign the application form) |
| <input checked="" type="checkbox"/> N/A | 7. 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"/> N/A | 8. Appeal of Required Dedications or Exactions (form provided) |
| <input checked="" type="checkbox"/> N/A | 9. 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"/> N/A | 10. 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"/> N/A | 11. Request for Site Visits and/or Inspections Form (form provided) |
| <input checked="" type="checkbox"/> N/A | 12. Addressing Requirements (forms provided) |
| <input checked="" type="checkbox"/> N/A | 13. Public Participation Process Requirements (see Attachment A) |
| <input checked="" type="checkbox"/> N/A | 14. Request for Neighborhood Group Contact information (form provided) |
| <input checked="" type="checkbox"/> N/A | 15. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> Affidavit of Posting for Project Under Consideration Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing) Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing) |
| <input checked="" type="checkbox"/> N/A | 16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper – (form provided) <ul style="list-style-type: none"> Provide ① color original set and 1 - 8-1/2" x 11" |
| <input type="checkbox"/> N/A | 17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <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"/> N/A | 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 |

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Conditional Use Permit Application Checklist

| PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA | | |
|---|-------------------------------------|--|
| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
| | | 19. Plan & Report Requirements For Development Applications Checklist (form provided) |
| <input checked="" type="checkbox"/> <div style="font-size: 2em; color: green; margin-top: 10px;">N/A</div> | <input type="checkbox"/> | 20. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 21. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" – ④ copies a. The application narrative shall include: <ul style="list-style-type: none"> A one paragraph explanation of the request. This shall be no greater than a half page. Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response. Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response. <li style="margin-left: 20px;"> <input checked="" type="checkbox"/> Bar <input type="checkbox"/> Live Entertainment <input type="checkbox"/> Other b. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 22. Security, Maintenance & Operations Plan (For Bars and Live Entertainment) (form provided) <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Live entertainment (other than DJ) Medical marijuana Use / Caregiver Cultivation The Security, Maintenance & Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions. |
| <input checked="" type="checkbox"/> <div style="font-size: 2em; color: green; margin-top: 10px;">N/A</div> | <input type="checkbox"/> | 23. Public Safety Plan (form provided) <div style="margin-left: 20px; color: green; font-size: 1.5em; margin-bottom: 10px;">PR</div> <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Establishments that require age verification for admittance, such as a Bar Teen dance centers Adult uses Establishments that have a Disc Jockey (DJ) The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions. |

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Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px; font-size: 24px; font-weight: bold;">N/A</div> <div> 24. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> 8 ½" x 11" – ① color copy (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>_____ Other: _____</p> </div> </div> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px; font-size: 24px; font-weight: bold;">N/A</div> <div> 25. Site Plan <ul style="list-style-type: none"> 24" x 36" – ⑪ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copies (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format) </div> </div> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px; font-size: 24px; font-weight: bold;">N/A</div> <div> 26. Open Space Plan (Site Plan Worksheet) (sample provided) <ul style="list-style-type: none"> 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) Digital – ① copy (CD/DVD, PDF Format) </div> </div> |
| <input type="checkbox"/> | <input type="checkbox"/> | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px; font-size: 24px; font-weight: bold;">N/A</div> <div> 27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) </div> </div> |
| <input type="checkbox"/> | <input type="checkbox"/> | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px; font-size: 24px; font-weight: bold;">N/A</div> <div> 28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> </div> </div> |
| <input type="checkbox"/> | <input type="checkbox"/> | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px; font-size: 24px; font-weight: bold;">N/A</div> <div> 29. Landscape Plan <ul style="list-style-type: none"> 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 accepted.) 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 (CD/DVD, PDF Format) </div> </div> |

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Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30. Hardscape Plan <ul style="list-style-type: none"> 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 accepted.) 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 (CD/DVD, PDF Format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 31. Parking Plan <ul style="list-style-type: none"> 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 color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 32. 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 33. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 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) Digital – ① copy (CD/DVD, PDF Format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 34. Elevations <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 11" x 17" – ① copy, <u>folded</u> 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) Digital – ① copy (CD/DVD, PDF Format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 35. Floor Plans <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction) |

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Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 36. 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, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 37. Exterior Lighting Site Plan (policy provided) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 38. Exterior Lighting Photometric Analysis <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 39. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 40. Drainage Report See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. 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, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets • Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 41. 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" - ① copy of the Drainage Report including full size plans/maps in pockets • Digital - ① copy (see handout submittal instructions) |

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Conditional Use Permit Application Checklist

| | | | |
|-------------------------------------|-------------------------------------|------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | N/A | 42. Final Basis of Design Report for Water 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 must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> Email (see handout submittal instructions) CD/DVD 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 43. Final 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. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> Email (see handout submittal instructions) CD/DVD 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 44. 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. <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> Email (see handout instructions) 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 45. Native Plant Submittal <ul style="list-style-type: none"> 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) See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | 46. Other Plans and Report Requirements <ul style="list-style-type: none"> Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc) 24" x 36" – ① copy, <u>folded</u>. (Plans and graphics) 8-1/2" x 11" - ③ copies of any report |


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Conditional Use Permit Application Checklist

| | | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 47. Other: _____ _____ _____ |
|--------------------------|--------------------------|------------------------------------|

PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 48. 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; <u>665-PA-2018</u> . |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 49. Submit all items indicated on this checklist pursuant to the submittal requirements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 50. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request. |
| <input type="checkbox"/> | <input type="checkbox"/> | 51. Other: _____ _____ _____ _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 52. If you have any question regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): <u>BRYAN CLUFF</u> Phone Number: <u>480-312- 2258</u> Coordinator email: <u>bcluff</u> @scottsdaleaz.gov Date: <u>8/23/18</u> 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. |

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Conditional Use Permit Application Checklist

This application needs 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/building-resources/forms>

Planning and Development Services

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

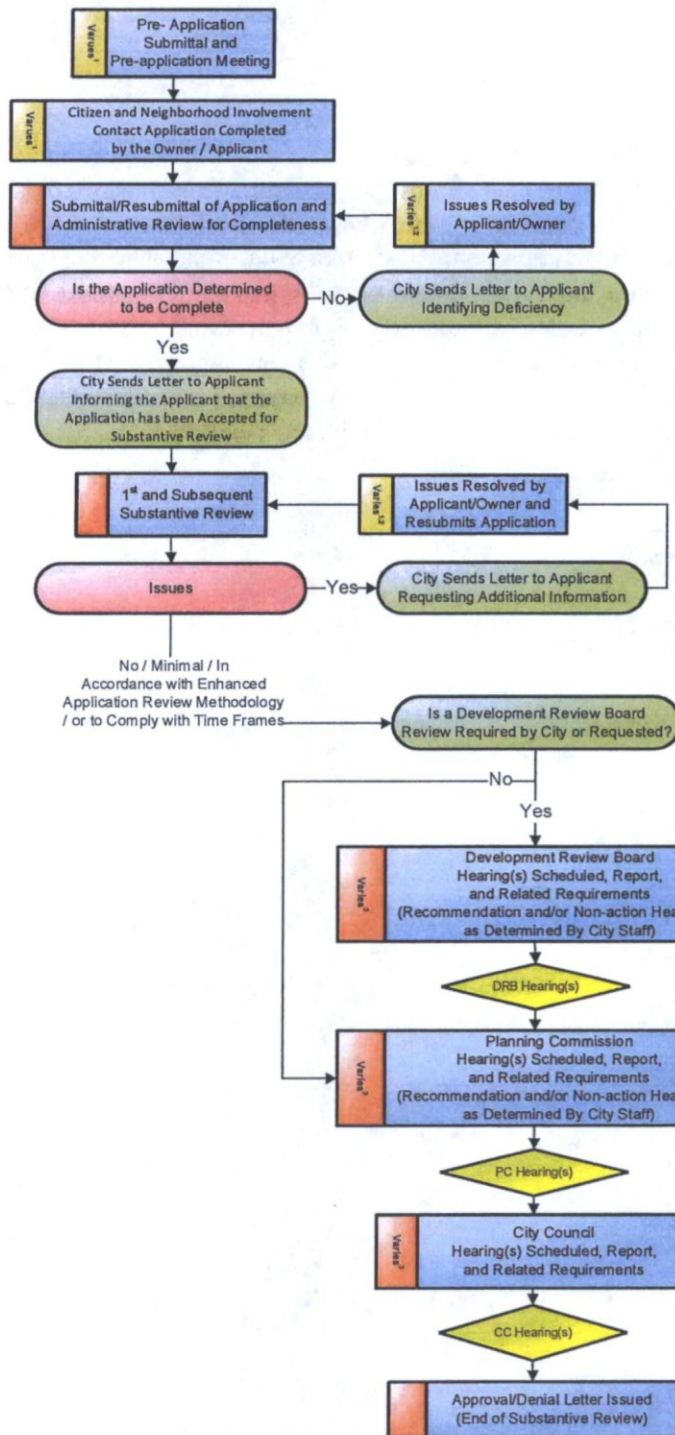
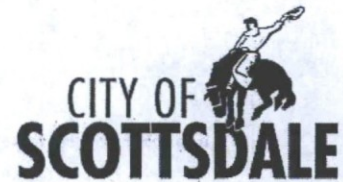
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Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



Enhanced Application Review Methodology

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

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Note:

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

Time Line

| Administrative Review | Substantive Review | Public Hearing Process | Approval/Denial Letter Issued |
|----------------------------------|---|-------------------------------|-------------------------------|
| 15 Staff Working Days Per Review | 95 Total Staff Working Days, Multiple Reviews In This Time Frame ^{1,3,4} | Time Frames Vary ² | |

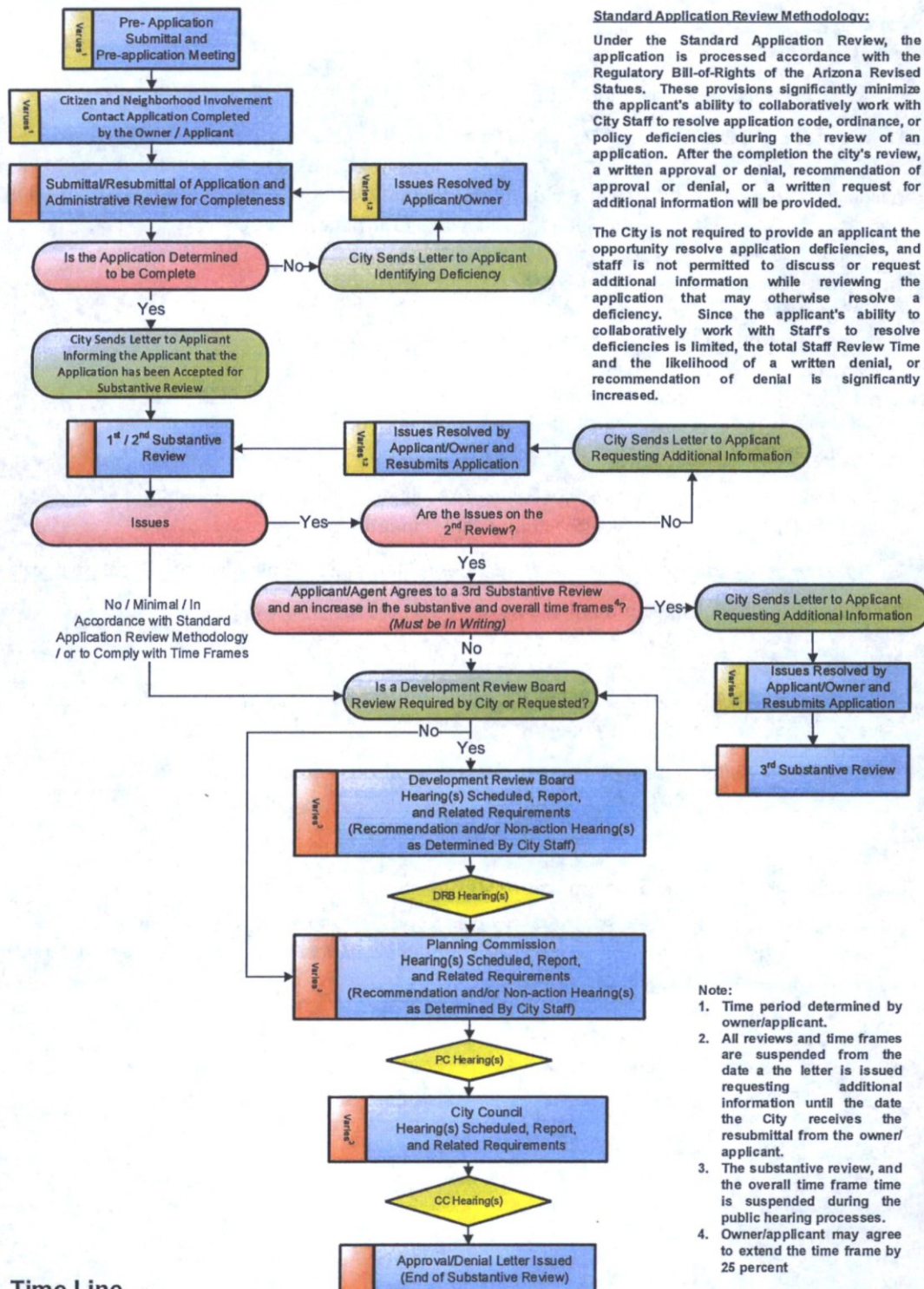
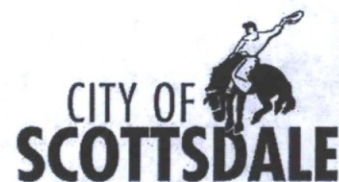
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Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)

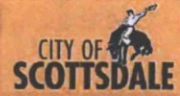


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Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



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

☒ Step 1: Complete Neighborhood Involvement Outreach

☐ Hold a minimum of 1 Open House Meeting prior to formal application submittal

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
 - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

☐ Complete Standard Neighborhood Notification Outreach

- 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):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and City contact names, phone numbers, and email addresses

Public Participation

■ Conditional Use Permits (UP)

■ Municipal Use Master Site Plans (MUMSP)



☒ **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: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo (form provided)**

City will provide other public notification

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements