

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



STEWART + REINDERSMA ARCHITECTURE, PLLC.

Christian Brothers Automotive

Project Narrative to accompany our Pre-Application Submittal

Prepared for: **City of Scottsdale, Development Services Department**
3939 N. Drinkwater Blvd.
Scottsdale, AZ 85251
Location: 7300 East Williams Drive
Scottsdale, Arizona 85255
Propose Use: Christian Brothers Automotive
APN: Parcel 2 of 212-02-019C
Date: October 15, 2018

Project Description/Scope of Work:

Christian Brothers Automotive is under contract for the above mentioned proposed lot in an existing site. It is our intention to obtain Design Review approval to construct a new building as per city ordinance §1.904 with the following items:

1. **Ordinance, Master Plans, General Plan, and Standards:** The proposed building is a single story wood frame construction for minor auto repair use and is considered light automotive repair facility, with an occupied building area of 4,896 sq. ft. The new development is being located on a vacant property adjacent to Blue Pearl Veterinary Partners; Life Storage; and Desert Wine Cellars. There will be 11 service bays with an office and waiting area for clients, either for consultation or getting their cars repaired. The exterior architecture of the building shall complement the existing character and vocabulary of the surrounding neighborhood. The building shall provide adequate parking and circulation for customers and emergency vehicles. We shall provide the appropriate building services; including: electricity, water, sewer, telephone, gas, internet connectivity, and trash.
2. **Architectural Character, Landscaping, and Site Design:** The proposed facility will yield $\pm 28'$ of open space from E Williams Dr to the front of the building. The building's highest point of 26'-5" will promote a subtle intervention within the streetscape thereby not competing with or screening adjacent structures or facilities for recognition. Architecturally, the character of the proposed facility will be desert-southwest in executed. The proposed material palette will consist of stucco, limestone, and roof tiles to agree with the surrounding building vernacular. Glazing and fenestration will be kept to a minimum in the interest of cost and more importantly energy conservation. The building will have a modest variety of surface articulation to give depth and shadow to the façade while not being overbearing or excessive in nature. To further soften the view from the street, landscape metal green screens will be provided on the façade to allow plantings to grow on the building and let the facility blend more with the surrounding streetscape. The proposed facility will have a 2.5% lot coverage and in terms of landscaping and site design, the site will be relatively flat with a stormwater retention collection point located at the southwest corner of the property that will tie into the existing site drainage. Grade-dependent screen walls ranging between 36 and 42 inches in height will be provided in the vicinity of the repaired vehicle

parking areas. More than 11,600 SF of open space landscaping will be provided and more than 7,600 SF will be provided for parking lot landscaping - of which less than 10% of the landscape acreage will be of the water intensive variety. No turf will be provided within the landscape of the project site. Mature trees will account for 50% of all on-site trees.

3. **Ingress, Egress, On-Site Circulation, Parking, and Pedestrians:** The proposed project is centrally positioned within the site almost equidistant from the adjacent service drives that tie in to E Williams Dr. The building's north façade is placed along the northern property line to minimize pedestrian travel distance between the existing R.O.W. sidewalk and the automotive repair facility customer entrance. Internal vehicular traffic circulation will be generous with a minimum 30' wide drive aisle that will link to both service drives at the east and west side of the property that tie-in to E Williams Dr. Loading and service areas will be provided at the south end of the site along with trash collection. Trash collection will be screened and gated accordingly and will match the proposed building color and materials. The automotive repair servicing will happen through a single entry/exit point at the south end of the building. The proposed facility will yield at total of (52) required parking spaces along with (5) dedicated repaired vehicle parking spaces and (2) ADA accessible parking spaces. The (52) required parking spaces are as follows: (41) surface parking spaces and (11) service bay parking spaces.
4. **Mechanical and Utility Equipment:** The proposed project will have a pad mounted heat pump at grade that will be concealed by a 4' tall screen wall (see the AS-1 Site Plan exhibit for clarity). The finish material and color of the screen wall will be identical to the adjacent building color and materials. The heat pump and screen wall will be set back far enough from E Williams Dr. to provide approximately 33' of open space landscaping frontage for further concealment and to not conflict with pedestrian amenities or any on-site circulation. All remaining mechanical equipment will be located on the roof and concealed inside an approximately 8'tall mechanical roof well.
5. **Downtown Area:** The proposed project is not sited in the Downtown Area.
6. **Location of Artwork:** The proposed project will have no cultural improvements or public artwork for display.

Should you have any questions regarding this project please feel free to contact us.

Sincerely,
Sake Reindersma Architecture, pllc.



Sake Reindersma, AIA
President & CEO



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Christian Brothers Automotive

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Sincerely,
Sake Reindersma Architecture, pllc.



Sake Reindersma, AIA
President & CEO

Request for Site Visits and/or Inspections

Construction Document Application



This request concerns all property identified in the construction document (plan review) application.

Project Name: CHRISTIAN BROS AUTOMOTIVE
Project Address: 7225 EAST WILLIAMS DRIVE, SCOTTSDALE, AZ

STATEMENT OF AUTHORITY:

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

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

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

Property owner /Property owner's agent:

CAREG ENGEL
Print Name
[Signature]
Signature

City Use Only:

Submittal Date: _____

Plan review number: _____

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov



Current Planning Services
Long Range Planning Services

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

You have the right to:

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

You are hereby notified and informed of the following:

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

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

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

at the following number _____

Signature: _____ Date: 5/29/18

Printed Name: Colleen Engel

☐ Check box if signature refused

Copy of Bill of Rights left at: _____

26-DR-2018
6/20/18

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

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

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



STEWART + REINDERSMA ARCHITECTURE, PLLC.

May 25, 2018

City of Scottsdale
Planning, Neighborhood & Transportation Division
7447 E. Indian School Rd., Suite 105
Scottsdale, AZ 85251

RE: Development Review Submittal
Christian Brothers Automotive
7225 E. Williams Dr.
Scottsdale, AZ 85255
SRA Project Job No.: 18-026

Dear Development Review Committee:

Applicant:

Christian Brothers Automotive
Curtis Cain-Director of Prop. Dev.
17725 Katy Freeway, Suite 200
Houston, Texas 77094
Contact: Jonathan Wakefield
Phone: (281) 675-6120
Cell: (832) 655-5940

Architect:

Stewart + Reindersma Architecture, pllc
5450 E. High Street, Suite 200
Phoenix, Arizona 85054
Contact: Monique Reindersma, AIA
Phone: (480) 515-5123
Cell: (480) 323-0922

Site Location:

The project site is located at 7225 E. Williams Dr., Scottsdale, Arizona 85255. The Maricopa County Assessor's APN is: 212-02-983.

Statement of Intent:

The project is a new wood-framed building for light auto repair use totaling 5,810 s.f. which includes 10 service bays, offices, a service counter, storage, a breakroom, lobby and restrooms for employees and the public. We will upgrade the site with the necessary parking and improvements to meet the City of Scottsdale standards to achieve Development Review approval.

We would like to thank you for giving us the opportunity to be of service to you on this project.

Sincerely,

Stewart + Reindersma Architecture, pllc
Monique Reindersma, AIA
Sr. Partner

-Attachments-

26-DR-2018
6/20/18

ATTACHMENTS



Photograph 1: View from site looking southwest



Photograph 2: View from site looking northwest



Photograph 3: View from site looking northeast



Photograph 4: View from site looking southeast



Photograph 5: View from site looking southeast



Photograph 6: View from site looking southwest



Photograph 7: View from site looking northwest



Photograph 8: View from site looking northeast



Photograph 9: View of site looking southeast



Photograph 10: View from site looking southwest



Photograph 11: View from site looking northwest



Photograph 12: View from site looking northeast



Photograph 13: View from site looking southwest



Photograph 14: View from site looking northwest



Photograph 15: View from site entrance looking northeast



Photograph 16: View from site looking southeast

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 checked="" type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	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	<input type="checkbox"/> Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	

Project Name: Christian Bros. Automotive

Property's Address: 7225 E. Williams Dr, Scottsdale, AZ 85255

Property's Current Zoning District Designation: C-3

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: GREG ENGEL, PRESIDENT

Agent/Applicant: Monique Reindersma

Company: SPENSA ARIZONA XIII, LLC

Company: Stewart + Reindersma Arch.

Address: 350 HWY 7, #200, EXCELSIOR, MN 55331

Address: 5450 E. High St #200 Phoenix

Phone: (612) 325-5824 Fax: (952) 404-3581

Phone: 480-515-5123 Fax: N/A

E-mail: greg@spensagroup.com

E-mail: monique@sra360.com

Designer: Monique Reindersma

Engineer: Michael Hreha

Company: Stewart + Reindersma Arch.

Company: Larson Engineering

Address: 5450 E. High St. #200 Phoenix

Address: 6330 E. Thomas Rd #300

Phone: 480-515-5123 Fax: N/A

Phone: 480-212-4200 Fax: N/A

E-mail: monique@sra360.com

E-mail: mhreha@larsonengr.com

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications will be reviewed in a format similar to the Enhanced Application Review methodology.

☒ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature

Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

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

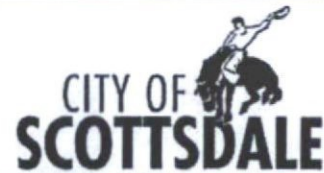
Page 1 of 3

Revision Date: 05/18/2015

26-DR-2018
6/20/18

Development Review Board (DRB)

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>1,515.00</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 checked="" 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

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

DRB Development 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 checked="" type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 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 type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements (form provided)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 13. Design Guidelines <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input checked="" type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Downtown Urban Design and Architectural Guidelines The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design </div> <div style="width: 35%;"> <input checked="" type="checkbox"/> MAG Supplements <ul style="list-style-type: none"> <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </div> </div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Public Participation Process Requirements (see Attachment A)
		15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input checked="" 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 See attached <u>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.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) OK for now <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 checked="" 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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" – (4) 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>_____ ¼-mile radius from site</p> <p>_____ Other: _____</p>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Site Plan <ul style="list-style-type: none"> • 24" x 36" – ⑫ 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)
<input checked="" type="checkbox"/>	<input 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" – ④ 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25. Open Space Plan (Site Plan Worksheet) (Example 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)
<input type="checkbox"/>	<input type="checkbox"/>	26. Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u>
<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, <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 type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	29. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – ④ 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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Landscape Plan <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Digital - ① copy (CD/DVD, PDF format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. 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 accept.) 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" - ① copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Transitions Plan <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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. 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 copy (quality suitable for reproduction)
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" - ④ 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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Bikeways & Trails Plan <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)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. 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 copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input 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, <u>folded</u> Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Perspectives <ul style="list-style-type: none"> 24" x 36" – ① color copy, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. Streetscape Elevation(s) <i>SAME AS ELEVATIONS (HARTH ELEV)</i> <ul style="list-style-type: none"> 24" x 36" – ① color copy, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction)
<input checked="" 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, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. 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) Digital – ① copy (CD/DVD, PDF Format)

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<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, <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"/>		44. Roof Plan Worksheet(s) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		45. Sign Details <i>(BUT WILL BE APPROVED THROUGH SEPARATE APPL)</i> <ul style="list-style-type: none"> • 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)
<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, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (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, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (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, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		49. Cultural Improvement Program Plan <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (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 checked="" type="checkbox"/>	<input checked="" 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, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	51. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52. 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 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" - ① copy of the Drainage Report including full size plans/maps in pockets Digital - ① copy (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	55. 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.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	56. Water Sampling Station <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	57. Water of Approval For Fountains Or Water Features from the Water Conservation Office Please contact office at 480-312-5685 <ul style="list-style-type: none"> ① copy of the approval from the Water Conservation Office
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58. 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	59. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <div style="margin-left: 20px;"> <input type="checkbox"/> Category 1 Study <input checked="" type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study </div> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60. Revegetation Site Plan, including Methodology and Techniques <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"/>	61. Cuts and Fills Site 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	62. Cuts and Fills Site Cross Sections <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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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	63. Environmental Features Map <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"/>	64. Geotechnical Report <ul style="list-style-type: none"> Email (see handout instructions) 8-1/2" x 11" - ① copy of the Geotechnical Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	65. Unstable Slopes / Boulders Rolling Map <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"/>	66. Bedrock & Soils Map <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"/>	67. Conservation Area, Scenic Corridor, Vista Corridor 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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	68. Other: <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (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 handout instructions) </div>

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.

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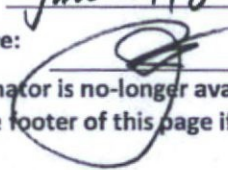
DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>70. Exterior Building Color & Material Sample Board(s):</p> <p>8-1/2" x 14" material sample board(s)</p> <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, <u>folded</u> of a printed digital photo of the material board • 8 ½" x 11" – ① copy of a printed digital photo of the material board
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>71. Electronic Massing Model:</p> <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" 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:</p> <p>_____ 750-foot radius from site</p> <p>_____ 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>72. Electronic Detail Model:</p> <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" 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:</p> <p>_____ 750-foot radius from site</p> <p>_____ 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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DRB Development Application Checklist

PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	73. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>318</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	74. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	76. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	77. Other: _____ _____ _____ _____
<input checked="" type="checkbox"/>		<p>78. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Jesus Murillo</u> Phone Number: <u>480-312-7049</u></p> <p>Coordinator email: <u>jmurillo</u> @scottsdaleaz.gov Date: <u>5/10/18</u></p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application need a: <input type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p>

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DRB Development Application Checklist

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>

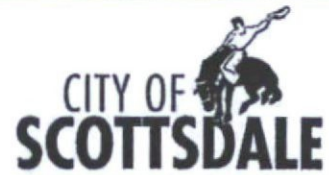
Planning and Development Services Division
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000

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Development Applications Process

Enhanced Application Review Development Review (DR and PP)

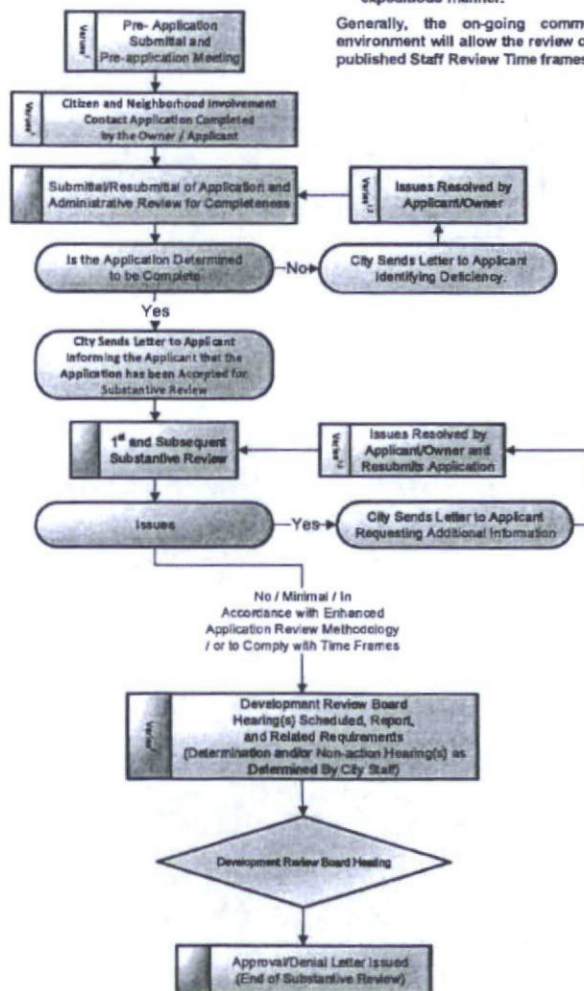


Enhanced Application Review Methodology

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 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	65 Total Staff Working Days, Multiple Reviews in This Time Frame	Time Frames Vary	Letter Issued

Planning and Development Services

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Development Applications Process

Standard Application Review

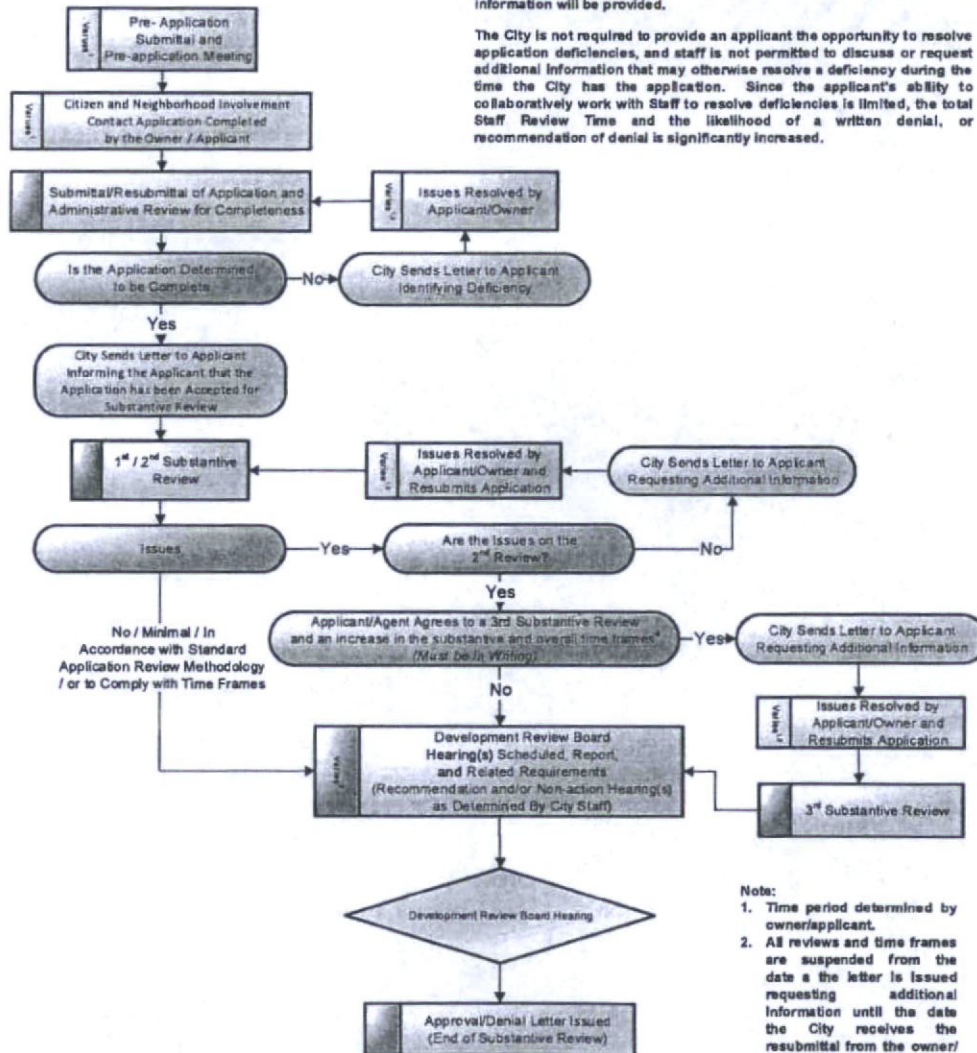
Development Review (DR and PP)



Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

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



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a 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
Standard Application Methodology	95 Total Staff Working Days, Two Reviews in This Time Frame ^{1,2,3,4}	Time Frames Vary ²	Letter Issued

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Public Participation - DR, PP



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

☒ 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
- 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 neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

☐ Complete 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 and phone numbers
 -

☒ Step 2: Document your Project Notification efforts as follows:

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

Public Participation - DR, PP



- Provide originals of all comments, letters, and correspondence received

City will post public hearing sign notices and provide other public notification

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



City of Scottsdale Cash Transmittal

115686

115686
1 01136270
6/20/2018 PLN-1STOP
KHEMBY HP600G2020
6/20/2018 11:24 AM
\$1,515.00

Received From :

Stewart & Reindersma Architects
5450 E HIGH STREET STE 200
PHOENIX, AZ 85054
480-515-5123

Bill To :

Monique Reindersma
5450 E. High Street, Suite 200
PHOENIX, AZ 85054
(480) 515-5123

Reference # 318-PA-2018
Address 7225 E WILLIAMS DR
Subdivision WILLIAMS DRIVE PAD
Marketing Name
MCR 1019-41
APN 212-02-983

Owner Information

Christian Brothers Automotive
17725 Katy Freeway, Suite 200
Houston, TX 77094
(281) 675-6192

Lot Number 2
Metes/Bounds No
Gross Lot Area 0
NAOS Lot Area 0
Net Lot Area 0
Number of Units 1
Density

Issued Date 6/20/2018
Paid Date
Payment Type CHECK
Cost Center
Jurisdiction SCOTTSDALE
Water Zone
Water Type
Sewer Type
Meter Size
QS 43-45

Code	Description	Additional	Qty	Amount	Account Number
3165	DEVELOP REVIEW APPLICATION		1	\$1,515.00	100-21300-44221

City of Scottsdale

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

Date: 6/20/2018 Cashier: KHEMBY
Office: PLN-1STOP Mach ID: HP600G20200
Tran #: 1 Batch #: 66778

Receipt: 01136270 Date: 6/20/2018 11:24 AM
115686
3165 DEVELOP REVIEW APP \$1,515.00

TENDERED AMOUNTS:

Check Tendered: \$1,515.00
Chk #: 4926 Stewart & Reindersma Arch

Transaction Total: \$1,515.00

Thank you for your payment.
Have a nice day!

SIGNED BY MONIQUE ON 6/20/2018

Total Amount

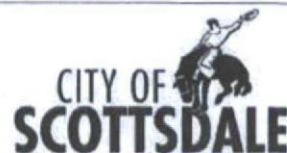
\$1,515.00

(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 # 115686

Section 404 Certification Form



Before the City issues development permits for a project, the developer's Engineer or the property owner must certify that it complies with or is exempt from Section 404 of the Clean Water Act of the United States. Section 404 regulates the discharge of dredged or fill material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes and arroyos) or other waters of the United States.

Prior to submittal of improvement plans to Project Review, this form must be completed (and submitted with the improvement plans) as evidence of compliance.

Certification of Section 404 Permit Status:

Owner's Name: Christian Brothers Automotive Phone No.: 281.675.6100
Project Name/Description: Christian Brothers Automotive Auto Repair Case No.: 518-PA-2018
Project Location/Address: 7225 E. Williams Drive, Scottsdale, AZ 85255

A registered Engineer or the property owner must check the applicable condition and certify by signing below that:

1. **Section 404 does apply to the project because there will be a discharge of dredged or fill material to waters of the U.S., and:**

☐ A Section 404 Permit has already been obtained for this project.

or

☐ This project qualifies for a "Nationwide Permit," and this project will meet all terms and conditions of the applicable nationwide permit.

2. **Section 404 does not apply to the project because:**

☒ No watercourse waters of the U.S. exist on the property.

☐ No jurisdictional waters of the U.S. exist on property. Attached is a copy of the COE's Jurisdictional Determination.

☐ Watercourses or other waters of the U.S. do exist on the property, but the project will not involve the discharge of dredged or fill material into any of these waters.

I certify that the above statement is true.

6-11-2018

Engineer's Signature and Seal, or Owner's Signature

Date

Land Development Manager Larson Engineering, Inc

Title/ Company

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • www.Scottsdale.gov

26-DR-2018
6/20/18