



Application

Narrative

Cash Transmittal

Development Standards

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 checked="" type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>485.00</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.
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – ① copy Include complete Schedule A and Schedule B.
	<input 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 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 checked="" 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> 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 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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <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 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: <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the set of prints <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.

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<input type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey & Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archaeological Research - ① copy
<input type="checkbox"/>	<input type="checkbox"/>	18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit)
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) <ul style="list-style-type: none"> The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		20. Plan & Report Requirements for Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" 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 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"> Digital - ① copy (CD/DVD, PDF format) 11" x 17"
<input 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 type="checkbox"/>	<input type="checkbox"/>	25. Open Space Plan (Site Plan Worksheet) (Example Provided) <ul style="list-style-type: none"> 24" x 36" – ② copies, <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 type="checkbox"/>	<input type="checkbox"/>	30. 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 accept.) 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD, PDF format)

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<input 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 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 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 type="checkbox"/>	<input type="checkbox"/>	34. Parking Master Plan See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> 8-1/2" x 11" - ② copies
<input type="checkbox"/>	<input type="checkbox"/>	35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – 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 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 checked="" type="checkbox"/>	37. Building Elevations <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format) 11" x 17"
<input type="checkbox"/>	<input type="checkbox"/>	38. Building 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 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 type="checkbox"/>	<input type="checkbox"/>	40. Streetscape Elevation(s) <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 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 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 & Master Sign Program <ul style="list-style-type: none"> • 11" x 17" – ① color copy
<input type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	49. Cultural Improvement Program Plan <ul style="list-style-type: none"> _____ Conceptual design of location <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) _____ Narrative explanation of the methodology to comply with the requirement/contribution.
<input type="checkbox"/>	<input type="checkbox"/>	50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)

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<input 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 type="checkbox"/>	<input type="checkbox"/>	52. Drainage Report <p>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.</p> <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 type="checkbox"/>	<input type="checkbox"/>	53. Master Drainage Plan <p>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.</p> <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 type="checkbox"/>	<input type="checkbox"/>	54. Final Basis of Design Report for Water <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <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"/>	55. Final Basis of Design Report for Wastewater <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <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 type="checkbox"/>	<input type="checkbox"/>	56. Water Sampling Station <ul style="list-style-type: none"> • Show location of sample stations on the site plan. • Fax 8 ½" x 11" copy of the site plan with sampling stations to the Water Quality Division. • Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
<input type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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. <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study • 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"/>	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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	68. Other: <hr style="margin-top: 10px;"/> <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 type="checkbox"/>	69. Color Cards or 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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<input 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 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 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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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 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; _____-PA-_____.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	74. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	77. Other: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Pre-Application Number: 863-PA-2018</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Keycode: 79C36</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>
<input checked="" type="checkbox"/>		78. If you have any question regarding this application checklist, please contact your Project Coordinator. <div style="display: flex; justify-content: space-between;"> <div>Coordinator Name (print): <u>Andrew Chi, Planner</u></div> <div>Phone Number: <u>480-312- 7828</u></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Coordinator email: <u>achi @scottsdaleaz.gov</u></div> <div>Date: <u>11/29/18</u></div> </div> <div>Coordinator Signature: _____</div> <div>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.</div> <div style="margin-top: 10px;"> This application need a: <input type="checkbox"/> New Project Number, or <input checked="" type="checkbox"/> A New Phase to an old Project Number: <u>6-MS-2017</u> </div>

*Digital Submittal Webpage: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>
 *See Following Page for Link to the Digital Case Submittal Menu
 *Upload all required documents in numerical order per this checklist.

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

Planning and Development Services

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

Development Application



Development Application Type:

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

Zoning		Development Review		Signs	
<input type="checkbox"/>	Text Amendment (TA)	<input type="checkbox"/>	Development Review (Major) (DR)	<input type="checkbox"/>	Master Sign Program (MS)
<input type="checkbox"/>	Rezoning (ZN)	<input type="checkbox"/>	Development Review (Minor) (SA)	<input type="checkbox"/>	Community Sign District (MS)
<input type="checkbox"/>	In-fill Incentive (II)	<input type="checkbox"/>	Wash Modification (WM)	Other:	
<input type="checkbox"/>	Conditional Use Permit (UP)	<input type="checkbox"/>	Historic Property (HP)	<input type="checkbox"/>	Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance		Land Divisions (PP)		<input type="checkbox"/>	General Plan Amendment (GP)
<input type="checkbox"/>	Hardship Exemption (HE)	<input type="checkbox"/>	Subdivisions	<input type="checkbox"/>	In-Lieu Parking (IP)
<input type="checkbox"/>	Special Exception (SX)	<input type="checkbox"/>	Condominium Conversion	<input type="checkbox"/>	Abandonment (AB)
<input type="checkbox"/>	Variance (BA)	<input type="checkbox"/>	Perimeter Exceptions	Other Application Type Not Listed	
<input type="checkbox"/>	Minor Amendment (MA)	<input type="checkbox"/>	Plat Correction/Revision	<input type="checkbox"/>	

Project Name: _____

Property's Address: _____

Property's Current Zoning District Designation: _____

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner:		Agent/Applicant:	
Company:		Company:	
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	
Designer:		Engineer:	
Company:		Company:	
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	

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

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology.

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

Owner Signature

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 www.ScottsdaleAZ.gov

Development Application

Review Methodologies



Review Methodologies

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

1. Enhanced Application Review Methodology

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

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

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

2. Standard Application Review Methodology:

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

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

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

Note:

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

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 www.ScottsdaleAZ.gov

Development Application

Arizona Revised Statutes Notice



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

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

I. **Purpose of Request**

This request is for the Development Review Board approval of the Master Sign Program for The Halsten at Chauncey Lane. The Halsten is a multi-family project consisting of 300+ upscale residential units in a four-story building, as part of the mixed-use development of Chauncey Lane Marketplace located at the 17777 N. Scottsdale Rd. The Halsten and surrounding Chauncey Lane Marketplace have been zoned as PRC. Such zoning allows for an increase in signage height through the approval of a Master Sign Program by the Development Review Board.

The Master Sign Program requests an increase in allowed sign height over the Scottsdale standard of 36', which is necessary in the case of The Halsten. Primary access for The Halsten will be provided via Chauncey Lane along the north. The only identification The Halsten will have to major arterial traffic will be the building mounted signage facing Scottsdale Road, there will be no monument signage on E. Chauncey Lane. Since the project is set so far back from Scottsdale Road, the signs must be placed at a high enough height to be visible from behind the commercial aspect of Chauncey Lane Marketplace buildings along Scottsdale Road.

II. **Development Review Board Criteria:**

In considering any application for development, the Development Review Board shall be guided by the following criteria:

1. ***The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards, Design Standards and Policies Manual, master plans, character plan and General Plan.***

Because The Halsten has been previously approved by the Development Review Board as part of the Chauncey Lane Marketplace mixed-use development, and this request only pertains to the exterior signage of the multi-family residential building to be known as The Halsten. Due to this, not every goal of the General plan and Design Standards & Policies Manual do not apply. However, The Halsten exterior signage proposed will comply with the applicable guidelines, development standards, Design Standards & Policies Manual, and any relevant master, character and general plans.

2. ***The architectural character, landscaping and site design of the proposed development shall:***
 - a. ***Promote a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;***

Response: Not applicable

- b. ***Avoid excessive variety and monotonous repetition;***

Response: Not applicable

- c. ***Recognize the unique climactic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;***

Response: Please see the Scottsdale Sensitive Design Principle Conformance section found in the following section.

- d. Conform to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and***

Response: Not applicable

- e. Incorporate unique or characteristic architectural features, including building height, size, shape, color, texture, setback or architectural details, in the Historic Property Overlay District.***

Response: Not applicable

- 3. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas and pedestrian ways shall be so designed as to promote safety and convenience.***

Response: Not applicable

III. Scottsdale Sensitive Design Principles

The Character and Design Element of the General Plan states that “Development should respect and enhance the unique climate, topography, vegetation and historical context of Scottsdale’s Sonoran desert environment, all of which are considered amenities that help sustain our community and its quality of life.” The City has established a set of design principles, known as the Scottsdale’s Sensitive Design Principles, to reinforce the quality of design in our community. The following Sensitive Design Principles are fundamental to the design and development of the Property.

- 1. The design character of any area should be enhanced and strengthened by new development.***

Response:

- 2. Development, through appropriate siting and orientation of buildings, should recognize and preserve established major vistas, as well as protect natural features.***

Response: Not applicable

- 3. Development should be sensitive to existing topography and landscaping.***

Response: Not applicable

- 4. Development should protect the character of the Sonoran Desert by preserving and restoring natural habitats and ecological processes.***

Response: Not applicable

- 5. The design of the public realm, including streetscapes, parks, plazas and civic amenities, is an opportunity to provide identity to the community and to convey its design expectations.***

Response: Not applicable

- 6. *Developments should integrate alternative modes of transportation, including bicycles and bus access, within the pedestrian network that encourage social contact and interaction within the community.***

Response: Not applicable

- 7. *Developments should show consideration for the pedestrian by providing landscaping and shading elements as well as inviting access connections to adjacent developments.***

Response: Not applicable

- 8. *Buildings should be designed with a logical hierarchy of masses.***

Response: Not applicable

- 9. *The design of the built environment should respond to the desert environment.***

Response: Not applicable

- 10. *Developments should strive to incorporate sustainable and healthy building practices and products.***

Response: Not applicable

- 11. *Landscape design should respond to the desert environment by utilizing a variety of mature landscape materials indigenous to the arid region.***

Response: Not applicable

- 12. *Site design should incorporate techniques for efficient water use by providing desert adapted landscaping and preserving native plants.***

Response: Not applicable

- 13. *The extent and quality of lighting should be integrally designed as part of the built environment.***

Response: Not applicable

- 14. *Signage should consider the distinctive qualities and character of the surrounding context in terms of size, color, location and illumination.***

Response: The signage for The Halsten was designed to be complementary to the architecture of the building and design theme for the site. In order to make the signs visible to local traffic, the signage must be placed higher on the building than is generally allowed in Scottsdale. Careful consideration has been made to assure that the signage is not too bright and proportionate to the architecture of the building and not to overshadow the surrounding desert environment while still being contextually appropriate, as specified in Scottsdale Sensitive Design Principles.

The proposed Master Sign Program will allow for The Halsten to adequately identify itself to the surrounding community. We respectfully request your approval.