

# Case Research

# Rezoning Development Application Checklist



## Minimal Submittal Requirements:

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

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

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

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 11 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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Zoning Application Fee \$ <u>2140</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application (form provided) 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.
<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)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. <b>Affidavit of Authorization to Act for Property Owner</b> (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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. <b>Appeal of Required Dedications, Exactions, or Zoning Regulations</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. <b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" – 1 copy</li> <li>Include complete Schedule A and Schedule B. (requirements form provided)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. <b>Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>8-1/2" x 11" – 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. <b>Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. <b>Request for Site Visits and/or Inspections</b> (form provided)
		12. <b>Addressing Requirements</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. <b>Draft Development Agreement</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" – 2 copies</li> <li>Must adhere to the Maricopa County Recorder requirements</li> </ul>
		14. <b>Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing )</b> (sample agreement information provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. <b>Citizen Review Checklist:</b> (form provided) <ul style="list-style-type: none"> <li>Provide one copy of the Citizen Review Report</li> <li>If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Citizen Review Report addendum.</li> </ul>
		16. <b>Request for Neighborhood Group/Homeowners Association</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. <b>Site Posting Requirements:</b> (form provided (white and red signs) <ul style="list-style-type: none"> <li>Affidavit of Posting for Project Under Consideration</li> <li>Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing.</li> <li>Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. <b>School District Notification –</b> (form provided) Required for all applications that include residential uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. <b>Photo Exhibit of Existing Conditions:</b> Printed digital photos on 8-1/2" x 11" Paper <ul style="list-style-type: none"> <li>8-1/2" x 11" - 1 copy of the set of prints</li> <li>See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> </ul>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>20. Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Archaeology Survey and Report - 3 copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies</li> <li><input checked="" type="checkbox"/> Copies of Previous Archeological Research - 1 copy</li> </ul>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>21. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)			
<b>PART II -- REQUIRED NARRATIVE, PLANS &amp; RELATED DATA</b>					
Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>			
		<b>22. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>23. Development Plan</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 5%; text-align: center; font-size: small;">Req'd</td> <td style="width: 5%; text-align: center; font-size: small;">Rec'd</td> <td style="width: 90%;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center;"> <input checked="" type="checkbox"/> </div> <div style="width: 30px; text-align: center;"> <input type="checkbox"/> </div> <div> <b>a. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> <li><input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> <li>• goals and policies/approaches of the General Plan</li> <li>• goals and polices of the applicable Character Area Plan</li> <li>• architectural character, including environmental response, design principles, site development character, and landscape character</li> </ul> </li> <li><input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc)</li> <li><input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <li><input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards,</li> <li><input type="checkbox"/> bonus provisions and justifications,</li> <li><input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or</li> <li><input type="checkbox"/> Historic Property – existing or potential historic property. <ul style="list-style-type: none"> <li>○ (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)</li> </ul> </li> </ul> </li> </ul> </div> </div> </td> </tr> </table>	Req'd	Rec'd	<div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center;"> <input checked="" type="checkbox"/> </div> <div style="width: 30px; text-align: center;"> <input type="checkbox"/> </div> <div> <b>a. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> <li><input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> <li>• goals and policies/approaches of the General Plan</li> <li>• goals and polices of the applicable Character Area Plan</li> <li>• architectural character, including environmental response, design principles, site development character, and landscape character</li> </ul> </li> <li><input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc)</li> <li><input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <li><input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards,</li> <li><input type="checkbox"/> bonus provisions and justifications,</li> <li><input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or</li> <li><input type="checkbox"/> Historic Property – existing or potential historic property. <ul style="list-style-type: none"> <li>○ (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)</li> </ul> </li> </ul> </li> </ul> </div> </div>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>b. Legislative draft of the proposed development standards, or amended development standards (form provided)</b> <ul style="list-style-type: none"> <li>8 1/2" x 11" – 2 copies</li> </ul> (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>c. Legislative draft of the list of Land Uses, if proposed (PBD, SC)</b> <ul style="list-style-type: none"> <li>8 1/2" x 11" – 2 copies</li> </ul> (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>d. A dimensioned plan indicating the proposed boundaries of the application</b> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>e. Context Aerial with the proposed site improvements superimposed</b> <ul style="list-style-type: none"> <li>24" x 36" – 2 color copies, folded</li> <li>11" x 17" – 1 color copy</li> <li>8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>f. Site Plan <i>OR SUBDIVISION PLAN</i></b> <ul style="list-style-type: none"> <li>24" x 36" – 16 copies, folded</li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>g. Subdivision Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – 16 copies, folded</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>h. Open Space Plan (Site Plan Worksheet) (example provided)</b> <ul style="list-style-type: none"> <li>24" x 36" – 1 copies, folded</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>i. Site Cross Sections</b> <ul style="list-style-type: none"> <li>24" x 36" 1 – copy, folded</li> <li>11" x 17" 1 – copy, folded</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>j. Natural Area Open Space Plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>24" x 36" – 2 copies, folded</li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>k. Topography and slope analysis plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>24" x 36" 1 – copy, folded</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>l. Phasing Plan IF APPLICABLE</b> <ul style="list-style-type: none"> <li>24" x 36" – 1 copies, folded</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>m. Landscape Plan</b> <ul style="list-style-type: none"> <li>All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>24" x 36" – 2 copies, folded of</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>n. Hardscape Plan</b> <ul style="list-style-type: none"> <li>All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>24" x 36" – 2 copies, folded of <u>black and white line drawings</u></li> <li>11" x 17" – 1 copy</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>o. Transitions Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – 2 copies, folded</li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>p. Parking Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – 1 copy, folded</li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 color copy(quality suitable for reproduction)</li> <li>Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>q. Parking Master Plan</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>r. Pedestrian and Vehicular Circulation Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" - 1 copy, folded</li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 color copies (quality suitable for reproduction)</li> <li>Digital - 1 copy (See Digital Submittal Plan Requirements)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>s. Elevations</b></p> <ul style="list-style-type: none"> <li>24" x 36" - 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" - 2 color copies, folded</li> <li>11" x 17" - 1 color copy, folded (quality suitable for reproduction)</li> <li>11" x 17" - 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 color copy, (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>t. Elevations Worksheet(s)</b></p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted.</p> <ul style="list-style-type: none"> <li>24" x 36" - 2 copies, folded</li> <li>Digital - 1 copy (See Digital Submittal Plan Requirements)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>u. Perspectives</b></p> <ul style="list-style-type: none"> <li>11" x 17" - 1 color copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>v. Floor Plans</b></p> <ul style="list-style-type: none"> <li>24" x 36" - 1 copy, folded</li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>w. Floor Plan Worksheet(s)</b></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> <li>24" x 36" - 1 copy, folded</li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>x. Roof Plan Worksheet(s)</b></p> <ul style="list-style-type: none"> <li>24" x 36" - 1 copy, folded</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>y. Electronic Massing Model:</b></p> <ul style="list-style-type: none"> <li>11" x 17" – 1 color copy, folded</li> <li>8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <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 checked="" type="checkbox"/>	<p><b>z. Solar Analysis</b></p> <p>The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m.</p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD).</p> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>aa. Exterior Lighting Site Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – 1 copy, folded</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>bb. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <ul style="list-style-type: none"> <li>24" x 36" – 1 copy, folded</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>cc. Cultural Improvement Program Plan</b></p> <p>_____ Conceptual design</p> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 color copies (quality suitable for reproduction)</li> </ul> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>dd. Sensitive Design Concept Plan and Proposed Design Guidelines</b></p> <p>(Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>ee. Master Thematic Architectural Character Plan</b></p> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>ff. Conceptual Signage Plan</b></p> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Other: _____ <div style="margin-left: 40px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), folded  <input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction)  <input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction)  <input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements)         </div>
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>24. Development Plan Booklets</b> <ul style="list-style-type: none"> <li>• 11" x 17" – 3 copies (quality suitable for reproduction)</li> <li>• 8 1/2" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 (See Digital Submittal Plan Requirements)</li> <li>• 8 1/2" x 11" – 3 copies on archival (acid free) paper: this is a <b>delayed submittal</b> that is to be made after the Planning Commission recommendation.</li> </ul> <p>The Development Plan Booklets shall include the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards</li> <li><input type="checkbox"/> Legislative draft of the proposed List of Land Uses</li> <li><input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application</li> <li><input type="checkbox"/> Context Aerial with the proposed Site Plan superimposed</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Subdivision Plan</li> <li><input type="checkbox"/> Open Space Plan</li> <li><input type="checkbox"/> Phasing Plan</li> <li><input type="checkbox"/> Landscape Plan</li> <li><input type="checkbox"/> Hardscape Plan</li> <li><input type="checkbox"/> Transitions Plan</li> <li><input type="checkbox"/> Parking Plan</li> <li><input type="checkbox"/> Pedestrian and Vehicular Circulation Plan</li> <li><input type="checkbox"/> Conceptual Elevations</li> <li><input type="checkbox"/> Conceptual Perspectives</li> <li><input type="checkbox"/> Electronic Massing Model</li> <li><input type="checkbox"/> Solar Analysis</li> <li><input type="checkbox"/> Exterior Lighting Plan</li> <li><input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting</li> <li><input type="checkbox"/> Cultural Amenities Plan</li> <li><input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control)</li> <li><input type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</li> <li><input type="checkbox"/> Master Thematic Architectural Character Plan</li> <li><input type="checkbox"/> Conceptual Signage Plan</li> <li><input type="checkbox"/> Other: _____</li> </ul> <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>
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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>25. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</b></p> <p>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</p>
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>26. Drainage Report</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>27. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; 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"> <li>8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>28. Preliminary Basis of Design Report for Water and Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>29. Preliminary Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>30. Master Plan for Water</b></p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>31. Master Plan and Design Report for Wastewater</b></p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - 3 copies of the Basis of Design Report for Water including full size plans/maps in pockets</li> </ul>

### Planning and Development Services

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

## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>32. Transportation Impact &amp; Mitigation Analysis (TIMA)</b>  Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.  <input type="checkbox"/> Category 1 Study <input checked="" type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study  • 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis Water including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>33. Native Plant Submittal Requirements: (form provided)</b>  • 24" x 36" 1 – copy, folded.  (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)  • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>34. Environmental Features Map</b>  • 24" x 36" – 1 copy, folded  • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<b>35. Other:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION


Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>36. 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>362</u> -PA- <u>2017</u>.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>37. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.</b>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>38. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>39. Delayed Submittal.</b> 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"/>	<b>40. If you have any question regarding this application checklist, please contact your Project Coordinator.</b>  Coordinator Name (print): <u>Jesus Murillo</u> Phone Number: <u>480-312-7849</u> Coordinator email: <u>jmurillo</u> @scottsdaleaz.gov Date: <u>6-1-17</u> Coordinator Signature:   If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist. This application needs a: <input type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____	
<b>Required Notice</b>  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: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">http://www.scottsdaleaz.gov/bldgresources/forms</a> .  Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000		

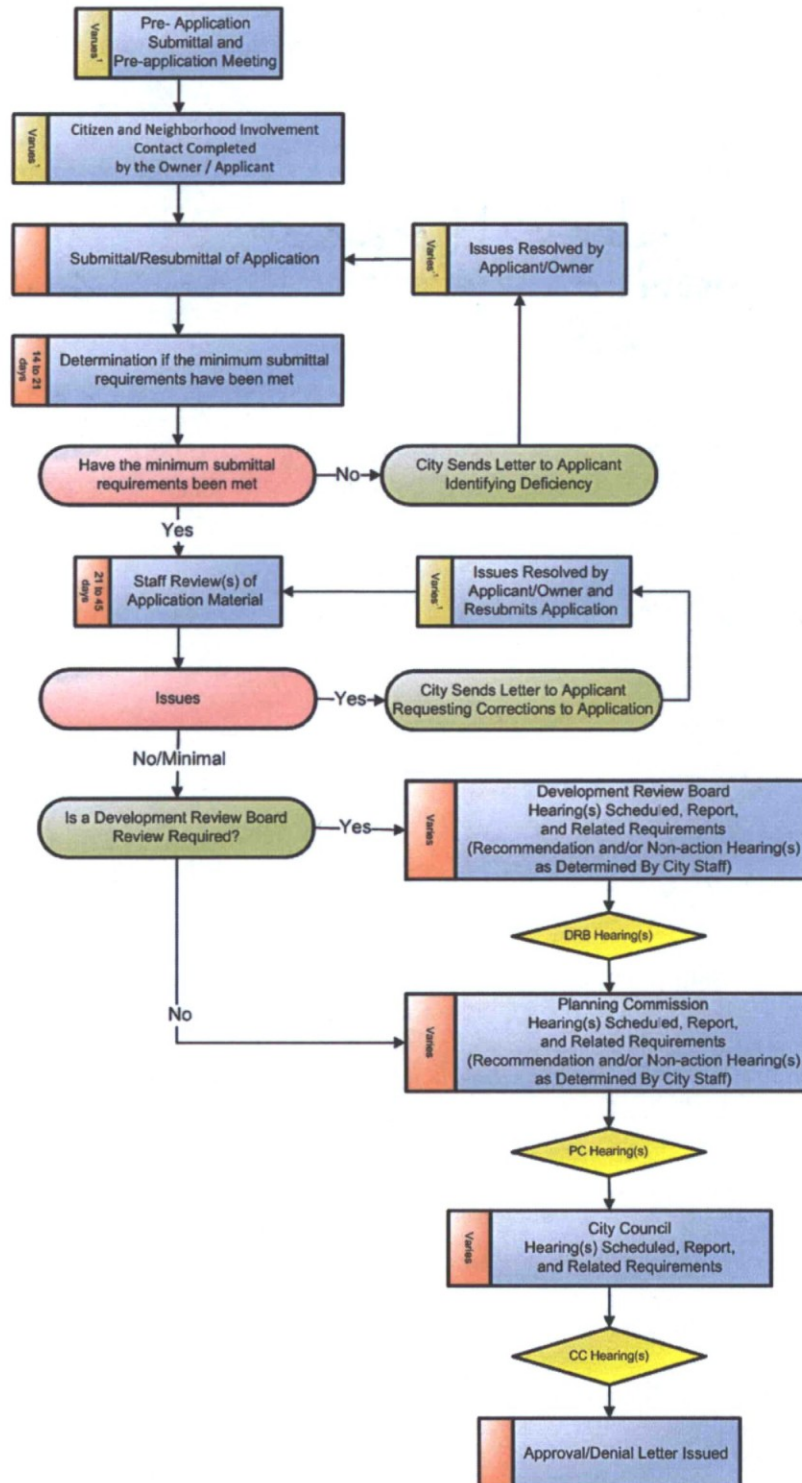
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## Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP),  
Infill Incentive (II) & Zoning District Map Amendment (ZN)



**Note:**

1. Time period determined by owner/applicant.

Planning and Development Services Division  
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