



Application

Narrative

Cash Transmittal

Development Standards

## INTRODUCTION

### REQUEST

The request is for Development Review Board (DRB) approval of the new 460,000-square-foot Nationwide Insurance regional headquarters building and parking structure (the "Development"). These structures comprise the first phase of the 134-acre premiere mixed-use development, Cavasson, which will include a mix of office, hotel(s), retail, restaurant(s), multifamily residential, services and amenities in future phases.

Serving as Cavasson's first anchor tenant, the new 460,000-square-foot, five-story Nationwide Insurance regional headquarters building will house approximately 2,200 associates with room to grow. The 3,750-space, six-story parking structure will serve office as well as residential, retail and hotel uses.

### CONTEXT

Cavasson is located along the Loop 101, at the northwest corner of the Loop 101 and Hayden Road (the "Site"). The existing Site is vacant and undeveloped. The majority of the Site is characterized by flat terrain with a gentle slope to the south and is sparsely vegetated with typical desert flora and fauna found in the region.

The Development is located within the Greater Airpark Character Area Plan (GACAP), which identifies this area as most appropriate for development-focused communities, supporting planned concentration of a variety of uses and discouraging sprawl. The Greater Airpark Character Area Plan presents a vision for this area as a recognized destination of national and international commerce, continuously evolving as an unparalleled place to do business, innovate, discover, captivate and dwell. The proposed office building and parking structure, along with its relevant significant infrastructure improvements, will be the first step in transforming this vision into the built environment.

### BACKGROUND

The Crossroads East Planned Community (P-C), as amended most recently in 2018, establishes a framework for the 1,000 +/- acre area east of Scottsdale Road, both north and south of the Loop 101 Freeway.

The Development is part of Planning Unit V within the Crossroads East P-C (see 19-ZN-2002-6). As is detailed in Attachment #2 to the Planning Unit V Development Plan, Planning Unit V includes amended development standards for FAR, building height, open space, building setbacks, and other standards within the Planned Airpark Core Development (PCP) comparative zoning district.

## DRB APPROVAL CRITERIA

The project has been designed and evaluated to exhibit general conformance to the criteria of the Scottsdale Zoning ordinance Section 1.904:

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.*
- **RESPONSE:** The proposed development will comply with the applicable guidelines, development standards that are applicable to Planning Unit V of the Crossroads East P-C, Design Standards & Policies Manual, Greater Airpark Character Area Plan (GACAP) and General Plan.

The proposal for this development fulfills the GACAP goals and policies by bringing major employment uses of regional significance to an area that is envisioned as a national and international center for commerce and tourism. The proposed development achieves a range of goals including developing underutilized, vacant land, integrating high quality architecture and site planning that will bring economic energy to the freeway corridor, and creating a pedestrian-oriented setting that will improve connectivity and access to and from the surrounding context.

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:** Site and building design focus on Sonoran Desert climate through the use of solar shading, overhangs, recessed windows, building and landscaping material selection, textures, paint colors, scale and massing.

The design of the structures reflects the dominant horizontal landforms of the Sonoran Desert and the southwest and incorporates natural stone with earth-tone colors and textures that seamlessly blend in with the local landscape. The exterior façade of the office utilizes deeply-recessed window glazing with horizontal shading features that exaggerate the wall thickness. The expansive mass of the parking structure is broken up by vertical piers marching along the walls, as well as refined stair towers at the corners.

The common open space areas and landscape character of the proposed development includes a wide variety of plants that will provide year-round color, shade and texture for the site. The proposed plant palette incorporates hardy plants known to thrive in the intense heat and sun of the desert climate. The planting scheme includes dense planting patterns and shade trees in areas with the most human interaction. The Development promotes a positive pedestrian experience by designing the pedestrian realm as an enjoyable experience with exterior circulation space as well as a variety of community gathering spaces that have lush landscaping and shade for comfort.

*b. Avoid excessive variety and monotonous repetition;*

- **RESPONSE:** The design of the structures utilizes a balance of various surface textures, shifting planes, solid and void relationships to activate all sides so that every vantage point provides articulation and undulating, visual interest.

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

- **RESPONSE:** The development will comply with the Scottsdale Sensitive Design Principles including, but not limited to, appropriate building orientation, desert-sensitive design elements such as overhangs and recessed windows, energy-efficient building, lighting and mechanical systems, pedestrian connectivity, integration of low water-use landscaping and shade trees, and contextually compatible design. Refer to the Scottsdale Sensitive Design Principles Section below.

*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:** Vehicular and pedestrian circulation has been designed to promote safety and convenience. Sidewalks are provided to separate pedestrians from vehicles with landscape buffer elements. Access to the garage is conveniently provided with a continuous, covered walkway at the ground level and a covered pedestrian bridge above.

4. *If provided, mechanical equipment, appurtenances and utilities, and their associated screening shall be integral to the building design.*

- **RESPONSE:** Rooftop appurtenances will be fully screened and integrated into the building design by use of parapets and screening materials consistent with the exterior skin of the building on which it sits. On-site equipment and utilities will be located within designated services areas so as not to conflict with pedestrian amenities and circulation and will be screened with site walls of materials and finishes matching and complimenting adjacent structures. Landscape buffers will provide secondary screening.

5. *Demonstrate conformance with the Downtown Plan Urban Design & Architectural Guidelines;*

- a. Incorporate urban and architectural design that address human scale and incorporate pedestrian-oriented environment at the street level;
- b. Reflect contemporary and historic interpretations of Sonoran Desert architectural traditions, by subdividing the overall massing into smaller elements, expressing small scale details, and recessing fenestrations;
- c. Reflect the design features and materials of the urban neighborhoods in which the development is located; and
- d. Address building mass, height, materials, and intensity transitions between adjacent/abutting Type 1 and Type 2 Areas, and adjacent/abutting Type 2 Areas and existing development outside the Downtown Area.

- **RESPONSE:** Not applicable.

6. The location of artwork provided in accordance with the Cultural Improvement Program or Public Art Program shall address the following criteria:
- a. Accessibility to the public;
  - b. Location near pedestrian circulation routes consistent with existing or future development or natural features;
  - c. Location near the primary pedestrian or vehicular entrance of a development;
  - d. Location in conformance with the Design Standards and Policies Manual for locations affecting existing utilities, public utility easements, and vehicular sight distance requirements; and
  - e. Location in conformance to standards for public safety.

- **RESPONSE:** Not applicable. Instead, pursuant to footnote 4 on Attachment #5 (Conceptual Open Space Plan) of the Development Plan for Planning Unit V, "Signature/Landmark open space amenities with enhanced pedestrian amenities" will be provided at the intersections of Legacy/Hayden and Legacy/Miller -- neither of which are included within Nationwide's Regional Headquarters Development Site.

#### **SCOTTSDALE SENSITIVE DESIGN PRINCIPLES**

1. The design character of any area should be enhanced and strengthened by new development.
- Building design should consider the distinctive qualities and character of the surrounding context and, as appropriate, incorporate those qualities in its design.
  - Building design should be sensitive to the evolving context of an area over time.
- **RESPONSE:** With the development being surrounded by largely undeveloped land, careful consideration has been given to the design to accentuate the existing qualities of the site, including tremendous visibility, great connectivity to amenities and services and outstanding access. Reflecting upon the dominant natural landscape of the site, the design of the development strives to respect the existing landscape by utilizing indigenous planting design, highly-textured surfaces and thoughtful orientations that respond to the natural topography and landscape character. In addition, the proposed development will utilize a variety of textures and building finishes appropriate for the Sonoran Desert setting, incorporate architectural elements that provide solar shading and overhangs, and celebrate the Southwestern climate by creating outdoor gathering places for its occupants.
2. Development, through appropriate siting and orientation of buildings, should recognize and preserve established major vistas, as well as protect natural features such as:
- Scenic views of the Sonoran Desert and mountains
  - Archaeological and historical resources
- **RESPONSE:** The building has been appropriately sited to preserve unobstructed views of the surrounding natural landscape. Views of the surrounding desert and mountains are enhanced with generous glazing, particularly at the ground level where operable glass doors open out to a well-shaded outdoor courtyard area, providing occupants with a unique indoor/outdoor experience.
3. Development should be sensitive to existing topography and landscaping.
- A design should respond to the unique terrain of the site by blending with the natural shape and texture of the land while minimizing disturbances to the natural environment.
- **RESPONSE:** All landscaping will consist of low-water use desert-appropriate landscaping materials. Respecting local climate conditions, a variety of new and salvaged native materials respectful of the existing

natural landscape character will be integrated to create a layering effect that will reduce the urban heat island effect. Grade changes will be accommodated by structural retaining wall systems consisting of natural materials that blend with the natural character of the site.

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

- **RESPONSE:** To the extent possible, the development will include desert-appropriate landscaping including the integration of native plants. Additional landscaping will contribute to an urban habitat for wildlife and improved air quality. Desert-appropriate plants should be able to withstand the intense heat and sun of the desert climate and become self-sustaining relative to water demand.

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.*

- *Streetscapes should provide continuity among adjacent uses through use of cohesive landscaping, decorative paving, street furniture, public art and integrated infrastructure elements.*

- **RESPONSE:** Pedestrian circulation along both the perimeter and through the development is an important design feature that will become part of a larger network of paths and walkways with access to retail, restaurants, multifamily residential, services and amenities in future phases. The development has been designed as a walkable community with tree-lined sidewalks, covered walkways with seating and generous community gathering spaces.

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:** The development is located along North Hayden Road and the Loop 101, all of which provide regional access.

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

- *Design elements should be included to reflect a human scale, such as the use of shelter and shade for the pedestrian and a variety of building masses.*

- **RESPONSE:** The proposed development will incorporate design elements that respect human-scale, providing shade and shelter through building, site, landscape and hardscape design.

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

- *To control the visual impact of a building's height and size*
- *To highlight important building volumes and features, such as the building entry.*

- **RESPONSE:** The design of the structures utilizes a balance massing, proportion, material contrast and architectural detailing to establish a natural hierarchy that accentuates important building features, including the entries and access points. The building heights will adhere to the building height limitations as stipulated in the approved zoning amendment.

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

- *Interior spaces should be extended into the outdoors both physically and visually when appropriate*
- *Materials with colors and coarse textures associated with this region should be utilized.*
- *A variety of textures and natural materials should be used to provide visual interest and richness, particularly at the pedestrian level. Materials should be used honestly and reflect their inherent qualities*
- *Features such as shade structures, deep roof overhangs and recessed windows should be incorporated.*

- **RESPONSE:** The proposed development will utilize a variety of desert-appropriate textures and building finishes, incorporate architectural elements that provide solar shading and deeply-recessed windows, create fluid indoor/outdoor spaces that celebrate the local climate.

10. *Developments should strive to incorporate sustainable and healthy building practices and products.*
- *Design strategies and building techniques, which minimize environmental impact, reduce energy consumption, and endure over time, should be utilized.*
- **RESPONSE:** The proposed development will use best management practices, efficient systems and durable materials to promote sustainability of the project. Sustainable strategies and green building techniques that minimize environmental impact and reduce energy consumption will be emphasized to the extent feasible.
11. *Landscape design should respond to the desert environment by utilizing a variety of mature landscape materials indigenous to the arid region.*
- *The character of the area should be emphasized through the careful selection of planting materials in terms of scale, density, and arrangement*
  - *The landscaping should complement the built environment while relating to the various uses.*
- **RESPONSE:** Context-appropriate native plant materials will be utilized. Plant material will vary in size to provide interesting proportion and scale, density and massing that complements the design of the structures and upholds the desert character.
12. *Site design should incorporate techniques for efficient water use by providing desert adapted landscaping and preserving native plants.*
- *Water, as a landscape element, should be used judiciously*
  - *Water features should be placed in locations with high pedestrian activity.*
- **RESPONSE:** The proposed development will maintain a low-water-use plant palette consistent with City standards.
13. *The extent and quality of lighting should be integrally designed as part of the built environment.*
- *A balance should occur between the ambient light levels and designated focal lighting needs.*
  - *Lighting should be designed to minimize glare and invasive overflow, to conserve energy, and to reflect the character of the area.*
- **RESPONSE:** Lighting is designed in a manner that is respectful of the surrounding context while maintaining safety for occupants.
14. *Signage should consider the distinctive qualities and character of the surrounding context in terms of size, color, location and illumination.*
- *Signage should be designed to be complementary to the architecture, landscaping and design theme for the site, with due consideration for visibility and legibility.*
- **RESPONSE:** Project identification will be contextually appropriate and processed under a separate approval and permit process.

# Development Application



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

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

**Project Name:** Nationwide Corporate Office Building and Parking Structure

**Property's Address:** 18700 & 18710 Hayden Road

**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.

<b>Owner:</b> Donald E Montgomery, AVP Construction	<b>Agent/Applicant:</b> Danial Hanes
<b>Company:</b> Nationwide Realty Investors	<b>Company:</b> Columbus Architectural Studio
<b>Address:</b> 375 N Front Street, Suite 200 Columbus OH 43215	<b>Address:</b> 405 N Front Street, Columbus OH 43215
<b>Phone:</b> 614-857-2333 <b>Fax:</b> 614-857-2346	<b>Phone:</b> 614-541-2801 <b>Fax:</b>
<b>E-mail:</b> montgod6@nationwide.com	<b>E-mail:</b> Danial.Hanes@cBusArch.com
<b>Designer:</b> Dan Hanes	<b>Engineer:</b> Michael Wolf
<b>Company:</b> Columbus Architectural Studio	<b>Company:</b> Hubbard Engineering
<b>Address:</b> 405 N Front Street, Columbus OH 43215	<b>Address:</b> 1201 S Alma School Rd Suite 12000 Mesa, AZ 85210
<b>Phone:</b> 614-541-2801 <b>Fax:</b>	<b>Phone:</b> 480-892-3313 <b>Fax:</b>
<b>E-mail:</b> Danial.Hanes@cBusArch.com	<b>E-mail:</b> mwolf@hubbardengineering.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<sup>1</sup> 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.: \_\_\_\_\_

# CITY OF **SCOTTSDALE**

(/home)



What are you looking for?



Home Page (/home) / Architectural & Engineering Design Guidelines

## Architectural & Engineering Design Guidelines

### PLAN PREPARATION TOOLS

\* [Design Standards and Policy Manual \(DSPM\) \(/design/DSPM\)](/design/DSPM) - Guidelines for the design of public and private projects in the city of Scottsdale.

[Standard Detail Drawings \(/design/detail-drawings\)](/design/detail-drawings) - Building Review Details and "Standard Detail Drawings" - available in DWG and PDF.

[MAG Supplements \(/design/mag-supplements\)](/design/mag-supplements) - Supplements to the Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction.

[Traffic Signals \(/design/traffic-signal-specifications\)](/design/traffic-signal-specifications) - Special Requirements - For use by vendors and contractors when bidding and/or building traffic signals.

[As-Built Checklist \(/Assets/ScottsdaleAZ/Design/As-Built+Checklist.pdf\)](/Assets/ScottsdaleAZ/Design/As-Built+Checklist.pdf) (PDF) - For Capital Improvement Projects - to be included by the contractor when submitting project As-Builts to Capital Project Management.

[\(/Assets/ScottsdaleAZ/Design/COS+Building+Supplemental+Instructions.pdf\)](/Assets/ScottsdaleAZ/Design/COS+Building+Supplemental+Instructions.pdf)

(/Assets/ScottsdaleAZ/Design/COS+Building+Supplemental+Instructions.pdf)  
 Building Supplemental Instructions

(/home) (/Assets/ScottsdaleAZ/Design/COS+Building+Supplemental+Instructions.pdf) (PDF) -  
 For Capital Improvement Projects, to be included by the Consultant in the bid specifications for building projects.

CADD Files for Public Works Construction (/design/detail-drawings/cadd-files) - for plan preparation and submittals

Guidelines for Preparation of Special Provisions

(/Assets/ScottsdaleAZ/Design/Guidelines+for+Preparation+of+Special+Provisions.pdf) (- for development of Special Provisions for Capital Improvement Projects, based on MAG & COS Supplemental Specifications.

Master Bid Item List (/design/master-bid-items) - for Capital Improvement Projects

Benchmark (<http://eservices.scottsdaleaz.gov/maps/benchmarks>) information for Capital Improvement Projects

Benchmarks for other submittals are to be based on NAVD 88 and meet the FEMA Benchmark Maintenance (BMM) criteria. See the criteria defined within the Coordinator's Manual (<https://www.fema.gov/media-library/assets/documents/8768>) of the National Flood Insurance Program Community Rating System. Use the MCDOT (<http://gis.maricopa.gov/SurveyPoints/>) benchmark system in accordance with the BMM criteria.

Plan Review (/planning-development/plan-review)

Submittal Checklists (/planning-development/forms)

## DESIGN GUIDELINES

- \* Sensitive Design Program (/planning-development/long-range-planning/sensitive-design) is a comprehensive compilation of policies and guidelines related to the city's built environment.

## \* Shading (</design/shading>)

# CITY OF SCOTTSDALE

## \* (</home>) [Lighting Design Guidelines \(/planning-development/long-range-planning/lighting-design\)](/planning-development/long-range-planning/lighting-design)





[Commercial Design Guidelines \(/Assets/ScottsdaleAZ/Design/DG\\_Commercial.pdf\)](/Assets/ScottsdaleAZ/Design/DG_Commercial.pdf)  
(PDF)

[Desert Parks \(/Assets/ScottsdaleAZ/Design/GL\\_DesertParks.pdf?\)](/Assets/ScottsdaleAZ/Design/GL_DesertParks.pdf?) (PDF)

Gas Station & Convenience Stores

[\(/Assets/ScottsdaleAZ/Design/Gas+Station+and+Convenience+Store+Design+Guideline](/Assets/ScottsdaleAZ/Design/Gas+Station+and+Convenience+Store+Design+Guideline)  
(PDF)

[Golf Course \(/Assets/ScottsdaleAZ/Design/GL\\_GolfCourse\\_1997.pdf?\)](/Assets/ScottsdaleAZ/Design/GL_GolfCourse_1997.pdf?) (PDF)

## \* Office Design Guidelines

[http://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Design/final-office.pdf?\)](http://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Design/final-office.pdf?) (PDF)

[Restaurants \(/Assets/ScottsdaleAZ/Design/GL\\_Restaurants.pdf\)](/Assets/ScottsdaleAZ/Design/GL_Restaurants.pdf) (PDF)

Downtown Urban Design and Architectural Guidelines

[\(/Assets/ScottsdaleAZ/Design/GL\\_Downtown\\_Mar2004.pdf\)](/Assets/ScottsdaleAZ/Design/GL_Downtown_Mar2004.pdf) (PDF)

[Downtown Urban Design and Architectural Guidelines \(/planning-development/long-range-planning/downtown-design-guidelines\)](/planning-development/long-range-planning/downtown-design-guidelines)

## CODES

[Building Code Information \(/codes/building-code\)](/codes/building-code)

[Zoning Ordinance \(/codes/zoning\)](/codes/zoning)

Landscaping Ordinance

[http://library.municode.com/HTML/10075/level3/VOLII\\_APXBBAZOOOR\\_ARTXLARE.html](http://library.municode.com/HTML/10075/level3/VOLII_APXBBAZOOOR_ARTXLARE.html)



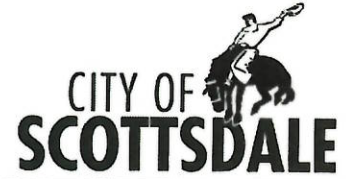
Parking Ordinance

[http://library.municode.com/HTML/10075/level3/VOLII\\_APXBBAZOOOR\\_ARTIXPALORE.h](http://library.municode.com/HTML/10075/level3/VOLII_APXBBAZOOOR_ARTIXPALORE.h)

[Environmentally Sensitive Lands \(/codes/eslo\)](/codes/eslo)

# 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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. <b>Development Review Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. <b>Application Fee</b> \$ <u>1600.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. <b>Completed Development Application Form</b> (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. <b>Request to Submit Concurrent Development Applications</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. <b>Letter of Authorization</b> (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](http://www.ScottsdaleAZ.gov)

## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>6. 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. (form provided)</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Appeals of Required Dedications or Exactions</b> (form provided)</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>8. Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided)</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – ① copy</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Legal Description:</b> (if not provided in Commitment for Title Insurance)</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>10. Results of ALTA Survey (24" x 36") FOLDED</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)</li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>11. Request for Site Visits and/or Inspections Form</b> (form provided)</p>		
		<p><b>12. Addressing Requirements</b> (form provided)</p>		
		<p><b>13. Design Guidelines</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input checked="" type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input checked="" type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input checked="" type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input checked="" type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input checked="" type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input checked="" type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>14. Public Participation Process Requirements</b> (see Attachment A)</p>		
		<p><b>15. Request for Neighborhood Group Contact information</b> (form provided)</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> (form provided)</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ① copy of the set of prints</li> <li>• <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - ①① copies of the set of prints (<b>Delayed submittal</b>). 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.</li> </ul>		

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>17. Archaeological Resources</b> (information sheets provided) <i>Copy of State report</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cultural Resources Survey &amp; Report - (3) copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - (3) copies</li> <li><input type="checkbox"/> Copies of Previous Archaeological Research - (1) copy</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>18. 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)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> <li><input type="checkbox"/> Heliport (requires a Conditional Use Permit)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>19. ESLO Wash Modifications Development Application</b> (application provided)</p> <ul style="list-style-type: none"> <li>• The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.</li> </ul>

### PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
		<b>20. Plan &amp; Report Requirements for Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>21. Application Narrative</b></p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – (4) copies</li> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>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.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>22. Context Aerial with the proposed site improvements superimposed</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – (4) color copies, <u>folded</u></li> <li>• 11" x 17" – (1) color copy, <u>folded</u></li> <li>• 8 ½" 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><input checked="" type="checkbox"/> 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 type="checkbox"/>	<b>23. Site Plan</b> <span style="color: green; font-size: 1.2em;">8 2B</span> <ul style="list-style-type: none"> <li>• 24" x 36" – <del>(2)</del> copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>• Digital - (1) copy (CD/DVD, PDF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>24. Site Details</b> (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <span style="color: green; font-size: 1.2em;">x 2 5D</span> <ul style="list-style-type: none"> <li>• 24" x 36" – <del>(4)</del> copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (2) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>• Digital - (1) copy (CD/DVD, PDF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>26. Site Cross Sections</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (1) copy, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>27. Natural Area Open Space Plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (2) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>• Digital - (1) copy (CD/DVD, PDF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>28. Topography and slope analysis plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (1) copy, <u>folded</u></li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>29. Phasing Plan</b> <span style="color: green; font-size: 1.2em;">(if applicable)</span> <ul style="list-style-type: none"> <li>• 24" x 36" – (4) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>30. Landscape Plan</b> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> </ul>

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		<ul style="list-style-type: none"> <li>Digital - ① copy (CD/DVD, PDF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>31. Hardscape Plan</b> <ul style="list-style-type: none"> <li>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.)</li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>32. Transitions Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>33. Parking Plan</b> <i>on site plan or separate plan</i> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>34. Parking Master Plan</b> 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"> <li>8-1/2" x 11" - ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>35. Pedestrian and Vehicular Circulation</b> <ul style="list-style-type: none"> <li>24" x 36" – ④ copies, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>36. Bikeways &amp; Trails Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>37. Building Elevations</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.)</li> <li>• 24" x 36" – ② color copies, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy, (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy black and white line drawing copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>38. Building Elevations Worksheet(s)</b> <i>Stepbacks</i></p> <p>Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.</p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>39. Perspectives</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① color copy, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>40. Streetscape Elevation(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① color copy, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① color copy, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>42. Floor Plans</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>43. 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, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>44. Roof Plan Worksheet(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>45. Sign Details</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>47. Exterior Lighting Photometric Analysis (policy provided)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>48. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>49. Cultural Improvement Program Plan</b></p> <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>• ① copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art)</li> </ul> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>50. 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, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>

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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>51. Master Thematic Architectural Character Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>52. Drainage Report</b></p> <p>See Chapter 4 of the City's <u>Design Standards &amp; 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"> <li>• Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>53. Master Drainage Plan</b> <i>G+D plan</i></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" - ① copy of the Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>54. Final Basis of Design Report for Water</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 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"> <li>• Email (see handout submittal instructions)</li> <li>• CD/DVD</li> <li>• 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>55. Final 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> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> <li>• Email (see handout submittal instructions)</li> <li>• CD/DVD</li> <li>• 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>56. Water Sampling Station</b></p> <ul style="list-style-type: none"> <li>• Show location of sample stations on the site plan.</li> <li>• Fax 8 ½" x 11" copy of the site plan with sampling stations to the Water Quality Division.</li> <li>• Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>57. Water of Approval For Fountains Or Water Features from the Water Conservation Office</b></p> <p>Please contact office at 480-312-5685</p> <ul style="list-style-type: none"> <li>• ① copy of the approval from the Water Conservation Office</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>58. Native Plant Submittal:</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u>.</li> </ul> <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>59. Transportation Impact &amp; Mitigation Analysis (TIMA) (information provided)</b></p> <p>Please review the City's Design Standards &amp; Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> <li>• Email (see handout instructions)</li> <li>• 8-1/2" x 11" - ③ copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>60. Revegetation Site Plan, including Methodology and Techniques</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>61. Cuts and Fills Site Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>62. Cuts and Fills Site Cross Sections</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>63. Environmental Features Map</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>64. Geotechnical Report</b> <ul style="list-style-type: none"> <li>• Email (see handout instructions)</li> <li>• 8-1/2" x 11" - ① copy of the Geotechnical Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>65. Unstable Slopes / Boulders Rolling Map</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>66. Bedrock &amp; Soils Map</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>67. Conservation Area, Scenic Corridor, Vista Corridor Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>68. Other:</b> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u></li> <li><input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction)</li> <li><input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</li> <li><input type="checkbox"/> Digital – ① copy (see handout instructions)</li> </ul>

### PART III – SAMPLES & MODELS

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>69. Color Cards or Paint Color Drawdowns</b> <ul style="list-style-type: none"> <li>• 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>

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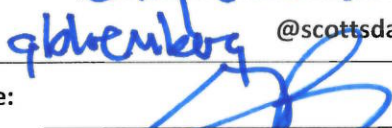
## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>70. Exterior Building Color &amp; Material Sample Board(s):</b>              8-1/2" x 14" material sample board(s)</p> <ul style="list-style-type: none"> <li>• The material sample board shall include the following:                     <ul style="list-style-type: none"> <li>○ A color elevation of one side of the building</li> <li>○ 3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>○ 2"x 2" of proposed paint colors</li> <li>○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> <li>• 11" x 17" – ① copy, <u>folded</u> of a printed digital photo of the material board</li> <li>• 8 ½" x 11" – ① copy of a printed digital photo of the material board</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>71. Electronic Massing Model:</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① color copy, <u>folded</u></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 type="checkbox"/>	<p><b>72. Electronic Detail Model:</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① color copy, <u>folded</u></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>

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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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	73. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call <b>480-312-7767</b> . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>346-PA-02</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. <b>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 type="checkbox"/>	<input type="checkbox"/>	77. <b>Other:</b> _____ _____ _____
<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>Greg Bloembergen</u> Phone Number: <u>480-312-4306</u></p> <p>Coordinator email: <u>gbloembergen</u> @scottsdaleaz.gov Date: _____</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 checked="" type="checkbox"/> New Project Number, or  <input type="checkbox"/> A New Phase to an old Project Number: _____</p>

## 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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