



Application

Narrative

Cash Transmittal

Development Standards



City of Scottsdale Cash Transmittal

119916

119916
01220997
6/10/2019 PLN-1STOP
KHEMBY HP600G2020
6/10/2019 3:33 PM
\$1,600.00

Received From :

Simonson Builders
3402 N 36TH ST
PHOENIX, AZ 85018

Bill To :

ARCHITECTS & PLANNERS INTERNATIONAL, INC.
4717 East McDowell Road Suite
Phoenix, AZ 85008
(602) 273-4202

Reference # 174-PA-2019
Address 7539 E 1ST ST
Subdivision REDDELL MANOR

Marketing Name
MCR 049-27
APN 130-25-021
Owner Information
SIMONSON BUILDINGS, INC.
3402 North 32nd Street
Phoenix, AZ 85018
(602) 955-0504

Lot Number 3
Metes/Bounds No
Gross Lot Area 0
NAOS Lot Area 0
Net Lot Area 0
Number of Units 1
Density 1

Issued Date 6/10/2019
Paid Date 6/10/2019
Payment Type CHECK
Cost Center
Jurisdiction SCOTTSDALE
Water Zone
Water Type
Sewer Type
Meter Size
QS 16-45

Code	Description	Additional	Qty	Amount	Account Number
3165	DEVELOP REVIEW APPLICATION		1	\$1,600.00	100-21300-44221

City of Scottsdale

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

Date: 6/10/2019 Cashier: KHEMBY
Office: PLN-1STOP Mach ID: HP600G2020
Tran #: 8 Batch #: 72420
Receipt: 01220997 Date: 6/10/2019 3:33 PM
119916
3165 DEVELOP REVIEW APP \$1,600.00

TENDERED AMOUNTS:

Check Tendered: \$1,600.00
Chk #: 13490 simonson builders
Transaction Total: \$1,600.00

Thank you for your payment.
Have a nice day!

31-DR-2019
06/10/2019

Applicant Signature

Total Amount **\$1,600.00**

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

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

TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 119916

Development Application



Development Application Type:

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

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

Project Name: PROFESSIONAL OFFICES

Property's Address: 7539 East 1st Street

Property's Current Zoning District Designation: S-R/ DO

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

Owner: Michael Simonson

Agent/Applicant: Nick Acquafredda

Company: SIMONSON BUILDINGS INC.

Company: ARCHITECTS & PLANNERS INTERNATIONAL, INC.

Address: 3402 North 32nd Street

Address: 4717 East McDowell Road Suite 100

Phone: (602) 955-0504

Fax: (602) 955-2488

Phone: (602) 273-4202

Fax:

E-mail: msimonson50@yahoo.com

E-mail: nick@ArchitectsandPlanners.com

Designer: Nick Acquafredda

Engineer:

Company: ARCHITECTS & PLANNERS INTERNATIONAL, INC.

Company: STRAND ASSOCIATES, INC.

Address: 4717 East McDowell Road Suite 100

Address: 5029 East Sunrise Drive Suite 100

Phone: (602) 273-4202

Fax:

Phone: (602) 437-3733

Fax:

E-mail: nick@ArchitectsandPlanners.com

E-mail: Fullerton, Baird [Baird.Fullerton@strand.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 applications¹ 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.:

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

SIMONSON BUILDINGS, INC.

3402 North 36th Street Phoenix, Arizona 85018

(602) 955-0504 (602) 955-2488 (Fax)

APPLICATION NARRATIVE:

Address: 7539 East 1st Street Scottsdale, Arizona

Zoning: SR/DO (service residential/downtown overlay)

Pre-Application Number: 174-PA 2019

PROJECT NARRATIVE: Simonson Buildings Inc. is pleased to present conceptual designs for our new office building at 7539 East 1st Street Scottsdale, Arizona. We have currently owned the property for more than twelve years and are proposing a new single story, 3,720 square feet contemporary design of decorative Architectural masonry, tinted glazing and curved copper standing seam metal roofing. Current Site is a small 0.2 acre property with a 75 year old existing single story building to be removed with new luxury development include low masonry garden walls at the entry court, attractive southwestern landscaping, shade trees, desert bushes and colorful flowering groundcover.

CONCEPTUAL SITE PLAN: Attached for your review is the Architectural Site Plan locating the new building with 20 foot front yard setbacks from 1st Street, garden entry court, landscaped side yards, 6 foot tall masonry privacy fencing with secured (6) covered parking spaces and private trash enclosure per City standards from the existing alley at the south property line.

EXTERIOR ELEVATION: Included with our presentation is an artist Conceptual Exterior Elevation depicting the building character from 1st Street outlining architectural materials, building height, design features, entry garden court, landscaping and proposed color pallet.

Thank you for your consideration in reviewing our proposed new offices which will be a significant enhancement to the neighborhood and our Scottsdale community. Please contact us if we can provide any additional information.

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 and may result in additional fees. A Development Application that is received by the City is not complete until it is verified 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 questions 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.

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.

Digital Submittal:

For applications submitted digitally, please follow the plan and document submittal requirements below. All files shall be uploaded in PDF format. Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator.

Key Code: _____

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$_____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology. • Digital – ① copy (CD/DVD, PDF Format)

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DRB Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – ① copy Include complete Schedule A and Schedule B. Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – ② copies Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	12. Addressing Requirements (handout provided)
<input type="checkbox"/>	<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 13. Design Guidelines <ul style="list-style-type: none"> <input type="checkbox"/> Sensitive Design Program <input type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Downtown Urban Design and Architectural Guidelines </div> <div style="width: 35%;"> <ul style="list-style-type: none"> <input type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </div> </div> <p>The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design</p>
<input type="checkbox"/>	<input type="checkbox"/>	14. Public Participation Process Requirements (see Attachment A)
<input type="checkbox"/>	<input type="checkbox"/>	15. Request for Neighborhood Group Contact information (form provided)

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DRB Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided) <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the set of prints See attached <u>Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. 8-1/2" x 11" - ⑪ copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request. Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey & Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archaeological Research - ① copy Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application. Digital – ① copy (CD/DVD, PDF Format)

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	20. Plan & Report Requirements for Development Applications Checklist (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> 8 1/2" x 11" – ④ copies Digital – ① copy (CD/DVD, PDF Format) <ol style="list-style-type: none"> 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.

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<input type="checkbox"/>	<input type="checkbox"/>	<p>22. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> • 24" x 36" – (4) color copies, <u>folded</u> • 11" x 17" – (1) color copy, <u>folded</u> • 8 ½" x 11" – (1) color copy (quality suitable for reproduction) • Digital – (1) copy (CD/DVD, PDF Format) <p>Aerial shall not be more than 1 year old and shall include an 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 type="checkbox"/> 750-foot radius from site</p> <p><input type="checkbox"/> ¼-mile radius from site</p> <p><input type="checkbox"/> Other: _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>23. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – (12) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>24. Site Details</p> <p>(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> • 24" x 36" – (4) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital – (1) copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</p> <ul style="list-style-type: none"> • 24" x 36" – (2) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>26. Site Cross Sections</p> <ul style="list-style-type: none"> • 24" x 36" – (1) copy, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> • Digital – (1) copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>27. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – (2) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF format)

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<input type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	29. Phasing Plan <ul style="list-style-type: none"> 24" x 36" – ④ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	30. Landscape Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted) 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD, PDF format)
<input type="checkbox"/>	<input type="checkbox"/>	31. Hardscape Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted) 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	32. Transitions Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	33. Parking Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	34. Parking Master Plan See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> 8-1/2" x 11" - ② copies Digital – ① copy (CD/DVD, PDF Format)

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<input type="checkbox"/>	<input type="checkbox"/>	35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – ④ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	36. Bikeways & Trails Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	37. Building Elevations <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) 8 ½" x 11" – ① color copy, (quality suitable for reproduction) 8 ½" x 11" – ① copy black and white line drawing copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	38. Building Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	39. Perspectives <ul style="list-style-type: none"> 24" x 36" – ① color copy, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	40. Streetscape Elevation(s) <ul style="list-style-type: none"> 24" x 36" – ① color copy, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)

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DRB Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	41. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> • 24" x 36" – ① color copy, <u>folded</u> • 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	42. Floor Plans <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	43. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	44. Roof Plan Worksheet(s) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	45. Sign Details <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) • 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	46. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	47. Exterior Lighting Photometric Analysis (policy provided) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	48. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)

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<input type="checkbox"/>	<input type="checkbox"/>	49. Cultural Improvement Program Plan <ul style="list-style-type: none"> <input type="checkbox"/> Conceptual design of location <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • ① copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) • Digital – ① copy (CD/DVD, PDF Format) <input type="checkbox"/> Narrative explanation of the methodology to comply with the requirement/contribution. Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	51. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	52. Drainage Report See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets • Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input type="checkbox"/>	<input type="checkbox"/>	53. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets • Digital - ① copy (see handout submittal instructions)

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DRB Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>54. Final Basis of Design Report for Water</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format) <p style="margin-left: 20px;"><u>OR</u></p> <ul style="list-style-type: none"> 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	<p>55. Final Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format) <p style="margin-left: 20px;"><u>OR</u></p> <ul style="list-style-type: none"> 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	<p>56. Water Sampling Station</p> <ul style="list-style-type: none"> Show location of sample stations on the site plan. Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>57. Water of Approval For Fountains Or Water Features from the Water Conservation Office</p> <p>Please contact office at 480-312-5685</p> <ul style="list-style-type: none"> ① copy of the approval from the Water Conservation Office Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>58. Native Plant Submittal:</p> <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> Digital – ① copy (CD/DVD, PDF Format) <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>59. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets. Digital – ① copy (CD/DVD, PDF Format)

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<input type="checkbox"/>	<input type="checkbox"/>	60. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	61. Cuts and Fills Site Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	62. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	63. Environmental Features Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	64. Geotechnical Report <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the Geotechnical Report including full size plans/maps in pockets Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	65. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	66. Bedrock & Soils Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	67. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	68. Other: _____ <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ① copy </div>

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DRB Development Application Checklist

PART III – SAMPLES & MODELS		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	69. Color Cards or Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers. Digital – ① copy of the digital images
<input type="checkbox"/>	<input type="checkbox"/>	70. Exterior Building Color & Material Sample Board(s): <ul style="list-style-type: none"> 8-1/2" x 14" material sample board(s) The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2"x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. 11" x 17" – ① copy, <u>folded</u> of a printed digital photo of the material board 8 ½" x 11" – ① copy of a printed digital photo of the material board Digital - ① copy of a digital image
<input type="checkbox"/>	<input type="checkbox"/>	71. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – ① color copy, <u>folded</u> 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p><input type="checkbox"/> 750-foot radius from site</p> <p><input type="checkbox"/> Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	72. Electronic Detail Model: <ul style="list-style-type: none"> 11" x 17" – ① color copy, <u>folded</u> 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p><input type="checkbox"/> 750-foot radius from site</p> <p><input type="checkbox"/> Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>

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DRB Development Application Checklist

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

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DRB Development Application Checklist

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/planning-development/forms>

Planning and Development Services Division

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

Planning and Development Services

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Development Applications Process

Enhanced Application Review

Development Review (DR and PP)

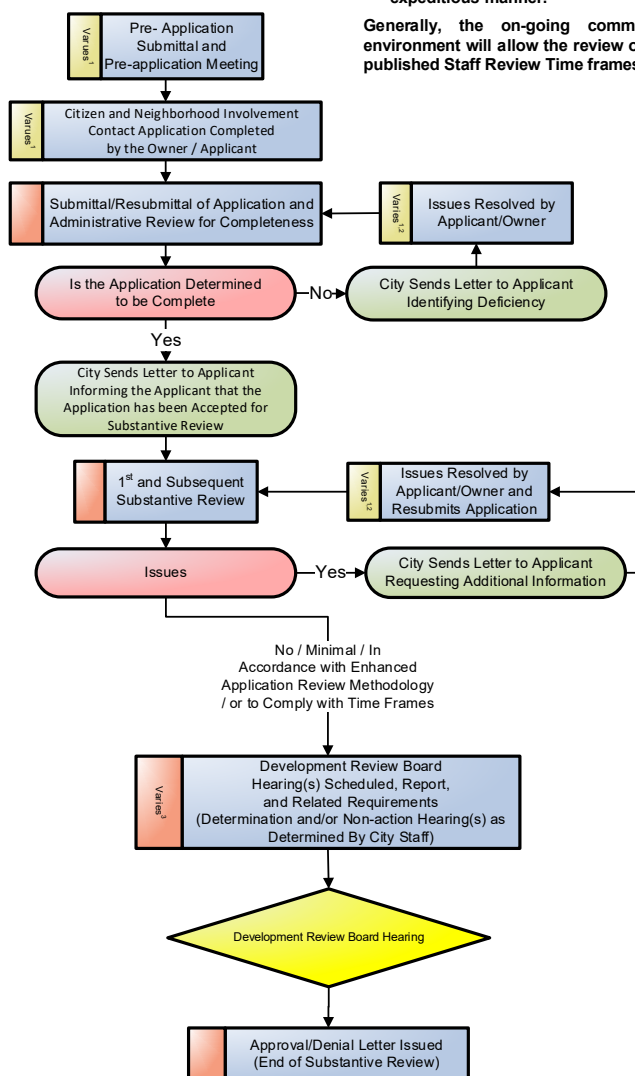


Enhanced Application Review Methodology

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

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

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



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

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

Standard Application Review

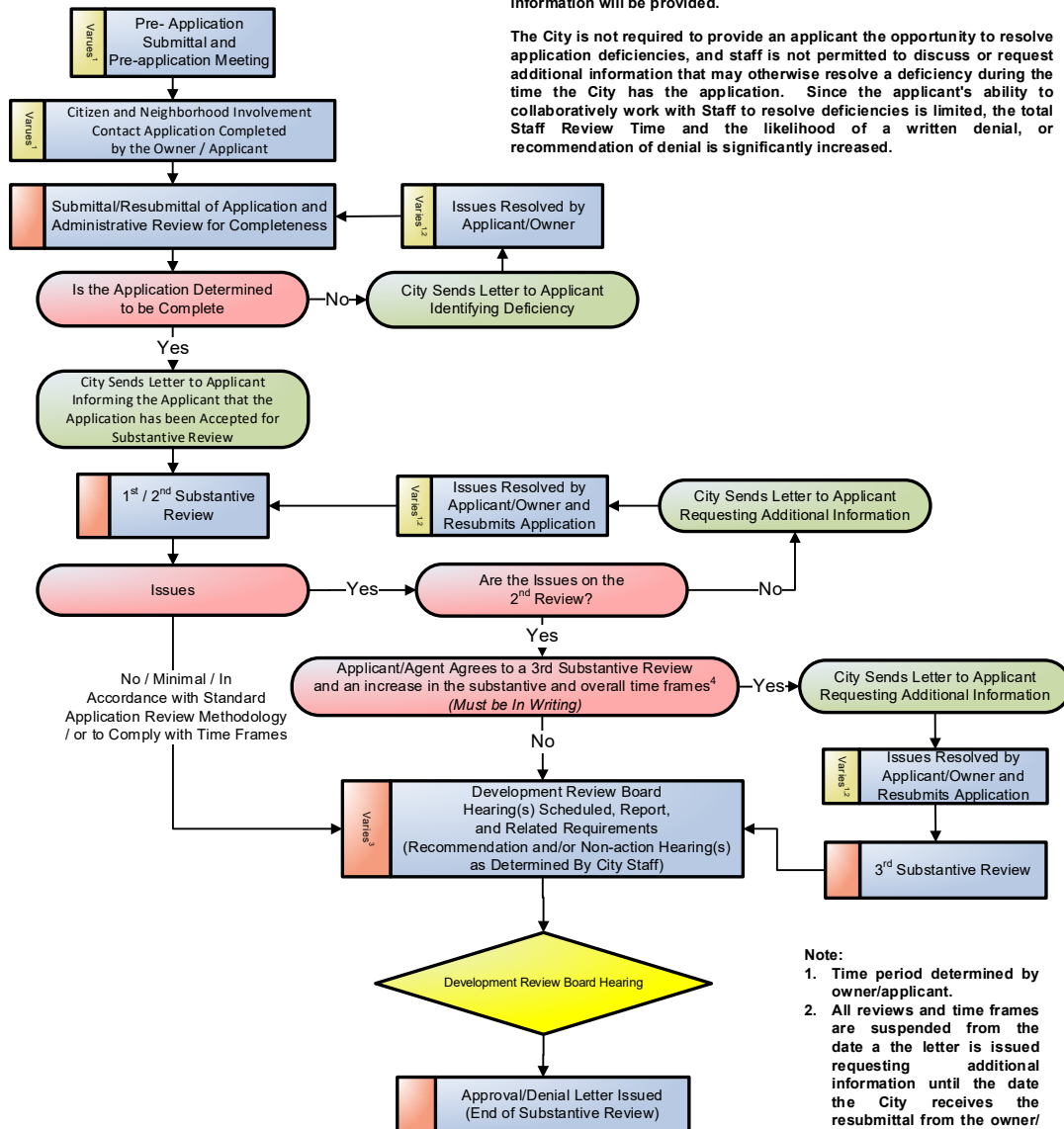
Development Review (DR and PP)



Standard Application Review Methodology:

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

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



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Public Hearing Process Time Frames Vary ³	Approval/Denial Letter Issued
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Public Participation - DR, PP



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

☒ Step 1: Complete Neighborhood Involvement Outreach

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

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

- OR -

☐ Complete Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and City contact names and phone numbers

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

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

Public Participation - DR, PP



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

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

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

Development Application



Development Application Type:

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

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

Project Name: _____

Property's Address: _____

Property's Current Zoning District Designation: _____

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

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

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

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

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

Owner Signature

Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

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Development Application

Review Methodologies



Review Methodologies

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

1. Enhanced Application Review Methodology

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

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

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

2. Standard Application Review Methodology:

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

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

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

Note:

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

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Development Application

Arizona Revised Statutes Notice



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

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

Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: _____
- b. County Tax Assessor's Parcel Number: _____
- c. General Location: _____
- d. Parcel Size: _____
- e. Legal Description: _____

(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

- 2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
- 3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
- 4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
- 5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
- 6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
- 7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)

Date

Signature

_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

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Appeals of Dedication, Exactions or Zoning Regulations



Rights of Property Owner

In addition to the other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication of exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) when an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violations of Arizona and federal court decision.

Appeal Procedure

The appeal must be in writing and specify the City action appealed and the date final action was taken, and must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken

- No fee will be charged for filing
- The city Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply
- Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- The City will submit a takings impact report to the hearing officer.
- In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication of exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial nevo with the Superior Court within 30 days of the hearing officer's decision.

For questions, you may contact:

City's Attorney's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
480-312-2405

Address your appeal to:

Hearing Officer, C/O City Clerk
3939 Drinkwater Blvd
Scottsdale, AZ 85251

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

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**Owner Certification
Acknowledging Receipt
Of
Notice Of Right To Appeal
Exactions And Dedications**

I hereby certify that I am the owner of property located at:

(address where development approval, building permits, or city required improvements and dedications are being required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Scottsdale as part of my property development on the parcel listed in the above address.

Signature of Property Owner

Date

Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department



The City of Scottsdale planning department requires applicants for various zoning applications, building permits and other approvals to provide evidence of land ownership. Unless city staff directs otherwise, the required evidence shall be a title insurance commitment meeting the following requirements:

1. The applicant shall instruct the title insurance company to prepare a normal title insurance commitment.
2. The title commitment must cover the whole project site, just as if the city were a commercial real estate developer who was going to buy the whole site from whoever owns it today.
3. The title insurance commitment must be in the same form and have the same wording that the title insurer usually uses when a sophisticated real estate purchaser is buying land from a sophisticated seller. For example, it must not have any extra notes, disclaimers or other language that is not in a normal title insurance commitment for a straightforward land purchase.
4. The City of Scottsdale must be listed as the proposed insured.
5. The proposed insurance amount must be a reasonable estimate of the actual dollar value of the whole site. (The price for the most recent arms-length sale of the whole site is usually an acceptable amount.)
6. The Schedule B requirements must call for:
 - a. A deed from the current owner to the city.
 - b. Releases of all liens, as if the city were going to pay cash for the land and not assume any liens or take subject to any liens.
 - c. Termination of all leases. (Leases with 24 or fewer months remaining in their term may be listed in the Schedule B exceptions instead.)
 - d. Any other specific payments or specific document recordings that the title insurer would normally call for (such as payment of delinquent property taxes).
7. The Schedule B exceptions must show any other specific title matters that may exist.
8. Title companies sometimes state in their title commitments that they will update the title search before issuing a title insurance policy. That's o.k. if the language is clear that the update will only include new title documents that are recorded after the title commitment date. For example, it is o.k. to have wording that says: "Additional items may be added based on new documents recorded before closing." But there must not be vague wording such as this: "Check with title examiner for additional items before closing."
9. The title search date on the title commitment must be less than 30 days old.
10. Both "standard coverage" and "extended coverage" title commitments are acceptable. (The title information on an extended coverage commitment must be identical to the title information that would be on a standard coverage commitment. The only difference is that the Schedule B requirements for an "extended coverage" commitment will call for a survey and will allow the title company to add Schedule B exceptions or requirements for any problems the survey reveals.)
11. There is no need to open an escrow to make a routine dedication. The city will record the dedication directly without sending it through the title company. Often, the city will not actually buy the title insurance described in the commitment or require the applicant to buy it. But, if the city decides to do it (or require the applicant to do it), then the city or the applicant will follow up with the title insurer to pay the insurance premium and satisfy the Schedule B requirements so that the title insurer will issue the policy.
12. The applicant shall inform city staff in writing of any and all title changes that occur after the title commitment is issued.
13. The city reserves the right for city staff to require additional evidence of title, including but not limited to an extended title insurance policy in favor of the city.

Request for Site Visits and/or Inspections

Construction Document Application



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

Project Name: _____

Project Address: _____

STATEMENT OF AUTHORITY:

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

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

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

Property owner /Property owner's agent: _____
Print Name

Signature

City Use Only:

Submittal Date: _____ Plan review number: _____

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Current Planning Services
Long Range Planning Services

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

You have the right to:

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

You are hereby notified and informed of the following:

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

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

If I have any questions, I may contact the City staff member, _____
at the following number _____.

Signature: _____ Date: _____

Printed Name: _____

☐ Check box if signature refused

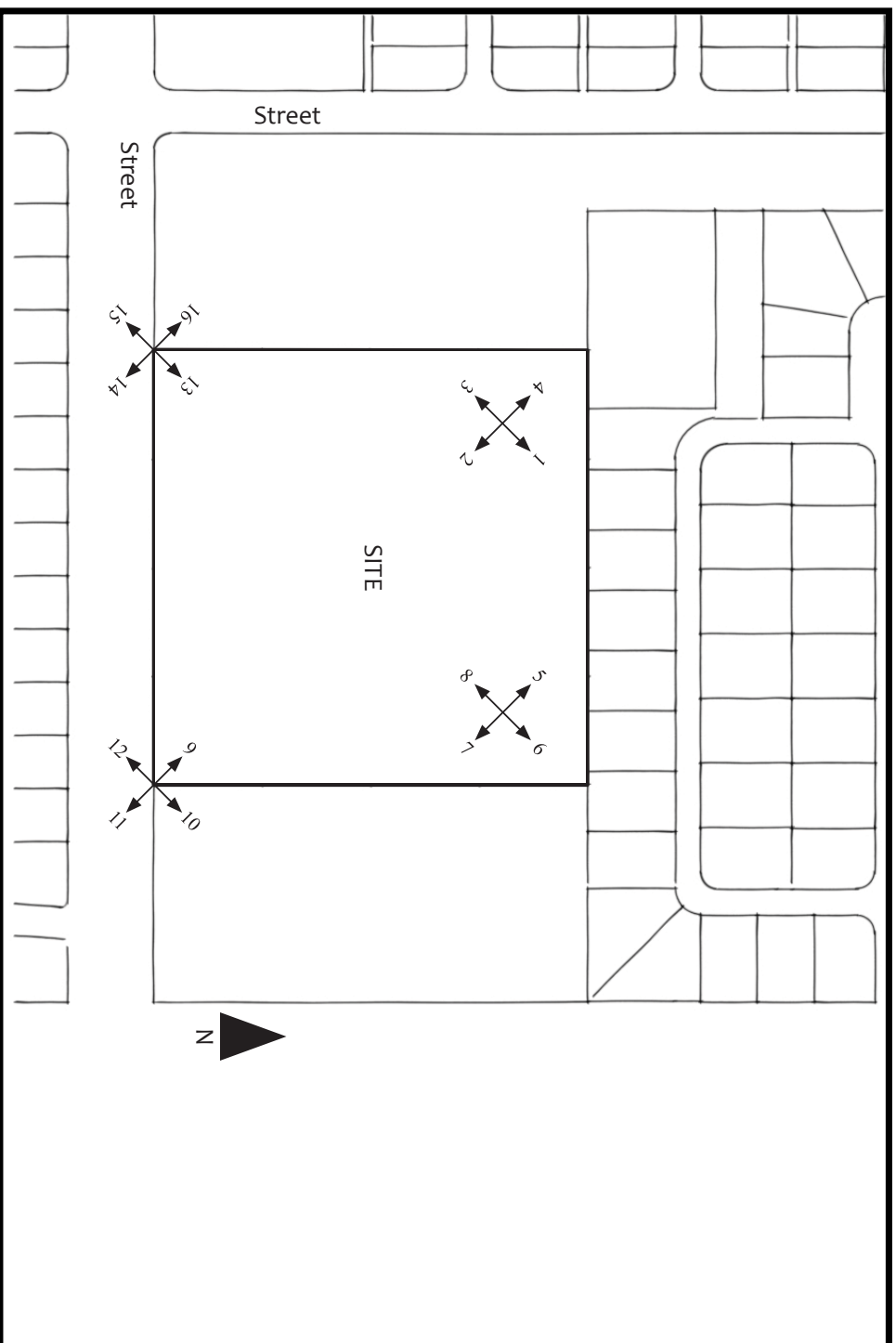
Copy of Bill of Rights left at: _____

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


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

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

Photos of Existing Conditions



Please Note:



= Photograph
Number and
Direction of
View

Please Note:

Color photographs are to be taken indicating site conditions and adjacent property.

Color photographs are also to be taken of newly developed properties within ¼ mile - Please provide street address on photographs.

SITE PLAN

The site plan shall contain the following information indicated with an “☒”. The information that is not marked may be required by the district and shall be provided if the district has the development standard.

- The site plan shall address all Zoning Ordinance requirements, ZN, and UP stipulations. The site plan shall match the civil plans, landscape plans, open space plan, Natural Area Open Space (NAOS) plan, and electrical site plan.

• **Project Information**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Project name | <input checked="" type="checkbox"/> Vicinity map |
| <input checked="" type="checkbox"/> Parcel address | <input type="checkbox"/> Other _____ |

• **Project Data**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Gross and Net lot areas in square feet | <input checked="" type="checkbox"/> Label all adjacent parcel's zoning |
| <input checked="" type="checkbox"/> Parcel Zoning | <input type="checkbox"/> Lot Coverage |
| <input checked="" type="checkbox"/> Gross Floor Area | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Bike parking (required, provided, show calculations) | |
| <input checked="" type="checkbox"/> Open space (required, provided, show calculations) | |
| <input type="checkbox"/> Private open space per unit type (required, provided, show calculations) | |
| <input type="checkbox"/> Number of residential units identified by the number of bedrooms | |
| <input type="checkbox"/> Natural Area Open Space (NAOS) (required, provided, show calculations) | |
| <input type="checkbox"/> Density (allowable, provided, show calculations) | |
| <input type="checkbox"/> Floor Area Ratio (allowable, provided, show calculations) | |
| <input type="checkbox"/> Gross Floor Area Ratio (allowable, provided, show calculations) (All Downtown Area applications) | |
| <input checked="" type="checkbox"/> Parking (required, provided, show calculations) (Floor plan work sheets, addressing the parking requirements, shall be provide for all bar and live entertainment applications) | |
| <input checked="" type="checkbox"/> Accessible parking (required, provided, show calculations) | |
| <input type="checkbox"/> Covered parking if provided: | |

- (In a commercial establishment, when covered parking is provided for employee use only, then an equal percentage of accessible covered parking is not required. When covered parking is provided for the general public use in a commercial establishment, an equal percentage of accessible cover parking shall be provided.)
- (When covered and/or garage parking is provided in a multi-family uses, an equal percentage of accessible covered and/or garage parking shall be provided. An accessible route shall be stripped from the accessible covered parking to the nearest sidewalk).

• **Plan**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Scale minimum 1" = 40'-0" | <input checked="" type="checkbox"/> North arrow |
| <input checked="" type="checkbox"/> Dimensions parcel from nearest monument line | <input checked="" type="checkbox"/> Parcel Dimensions |
| <input checked="" type="checkbox"/> Show each structure's/building's footprint | <input checked="" type="checkbox"/> Dimension and label the right-of-way |
| <input checked="" type="checkbox"/> Dimension between each structure/building | <input checked="" type="checkbox"/> Dimension and label all easements |
| <input checked="" type="checkbox"/> Dimension from building(s) to each property line | <input type="checkbox"/> Proposed median improvements |
| <input checked="" type="checkbox"/> Indicate sidewalk locations, pavement types, and size | <input checked="" type="checkbox"/> Dimension parking aisle and stalls |
| <input type="checkbox"/> Label and dimension the Scenic Corridor easement | <input type="checkbox"/> Label the NAOS easement |

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- ☐ Show the location of the proposed trails
- ☒ Identify the location of the bike parking.
- ☒ Lowest finished floor for each building is labeled (may be provided on the civil plans)
- ☒ Perimeter wall(s) and screen wall(s) locations shall be shown graphical
- ☒ Provide a dimension from the right-of-way centerline to the face of curb
- ☒ Show all right-of-way improvements (street, sidewalk, driveway, etc.)
- ☒ Indicate location of above ground utility equipment and screening (screening may be landscaping).
- ☒ Whenever an accessible route is separated from a building by a drive aisle, a stripped accessible route shall be provided to the nearest public entrance.
- ☒ Provide a minimum of three top-of-curb elevations (large site will require more) on each adjacent street (may be provided on the civil plans)
- ☒ Provide the total number of parking stalls in a consecutive line.
- ☐ Fountains/water features shall be in conformance with section 49-242. All fountains require the approval of City of Scottsdale's Water Resource Department.
- ☒ The site plan shall address ADA accessibility access requirements.
- ☒ Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections)
- ☐ Landscape islands when required shall be provided at a minimum of every fifteen (15) parking spaces (ten (10) spaces in the Downtown Area). Landscape islands are required when twenty (20) parking spaces are provided on a property.
- ☒ A Landscape islands shall have an interior curb dimension of 7'-0" (This is required if the Landscape islands is to be counted as parking lot landscaping). A Landscape islands shall have a minimum interior curb dimension of 4'-0" if a tree is to be planted. Provide dimensions on the plan.
- ☒ Periodic typical standard parking stall dimensions shall be provided on the plans.
- ☒ All accessible stalls (11'-0" and 5'-0" aisle access without bollards) dimensions shall be provided on the plans.
- ☒ Drive aisles shall be dimensioned.
- ☒ Landscape buffer zones pursuant to Article X of the Zoning Ordinance.
- ☒ Show the location of the refuse enclosure. The refuse enclosure and design shall be in conformance with the C.O.S. Supplement to the MAG details (the detail number shall be provided on the plan).
- ☐ For all development in the Downtown Area that has buildings with a façade width of two hundred (200) feet or greater, shall provide separate Site Plan that includes the Prevailing Setbacks for Buildings Adjacent to a Public Street as defined by the Downtown District "D" of Zoning Ordinance. The area utilized to calculate the Prevailing Setback shall be graphically shown, hatched and dimensioned.
- ☒ Fire Department requirements. (See requirements at the end of this packet)
- ☐ Other _____

SITE DETAILS

Site Detail may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- The site details may be provided on the site plan or a separate sheet.

- ☒ Lot light pole details shall include color, finish and height.
- ☒ Screen wall and site wall elevation details shall be provided, call out colors and material finishes.
- ☒ Provide the elevations of the refuse enclosure. The refuse enclosure and designed shall be in conformance with the C.O.S. Supplement to the MAG details (the detail number shall be provide on the plan).

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- ☐ Carport details (if approval is desired as part of overall approval). Call out the color and finish of the canopy structure. If lighting is proposed, then a canopy cross-section must be provided showing that the proposed light fixture is recessed and shielded by the canopy fascia. (Accessible carport minimum clearance is 98" measured from the highest stall grade beneath canopy to the lowest cross member of the canopy.)
- ☐ Other _____

PEDESTRIAN AND VEHICULAR CIRCULATION PLAN

Pedestrian and Vehicular Circulation Plan may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- ☒ The Pedestrian and Vehicular Circulation Plan shall clearly delineate the pedestrians and vehicle routes through a site. In addition, the Pedestrian and Vehicular Circulation Plan shall clearly delineate the hierarchy of the pedestrian and vehicular circulation routes.
- ☒ The pedestrian and vehicular circulation routes shall have separate unique identification symbols that also are unique in the manner to identify the hierarchy of the routes.
- ☐ Other _____

FLOOR PLAN WORK SHEETS

Floor plan work sheets may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- ☒ Floor plan work sheets for bars and restaurants shall graphical identify Bar area, and kitchen area, as defined by the Zoning Ordinance. Each separate area shall identify the total square footage to the hundredth place, the gross floor area shall be provided.
- ☒ Floor plan worksheet for multi-family residences shall identify the total gross floor area of the individual unit
- ☒ The required private open space calculations shall also be provided on the plans.
- ☒ The private open space area for each unit shall by hatching and identify the total square footage to the hundredth place.
- ☐ Other _____

FLOOR PLAN WORK SHEETS ADDITIONAL REQUIREMENTS (PROJECTS IN THE DOWNTOWN AREA)

Floor plan work sheets may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- ☒ Dimension the maximum building length of each as defined by the Zoning Ordinance.
- ☒ Dimension the horizontal exterior wall surface of each break and offset as defined by the Zoning Ordinance.
- ☐ Dimension the width of the Private Outdoor Living Space.
- ☐ Each separate Private Outdoor Living Space area shall identify the total square footage to the hundredth place.

OPEN SPACE PLAN (SITE PLAN WORK SHEET)

The following information indicated with an "☒" shall be provided on the open space plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- ☒ An open space plan shall be provided addressing all Zoning Ordinance requirements, ZN and UP stipulations.
- ☒ Total open space area required (show calculations), and the total area provided in square feet shall be identified on the plan.

- ☒ Each calculated area on the open space plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place. The 2'-0" overhang of a parking stall shall not be counted toward the parking lot landscape or the open space requirements.
- ☒ Front open space shall be identified by a distinctively different hatch pattern.
- ☒ All retention surface areas in the front open space shall be separately identified, and each area's individual square footage shall be identified to the hundredth place. The retention area shall not be deducted from the front open space area.
- ☒ Parking lots that have more than 20 parking spaces, shall provide an area equal to a minimum of 15% of the parking lot, as landscape open space. Parking lot landscaping is in addition to the district's open space requirements. A median planter, that is to be counted as landscape open space, shall have an interior curb dimension of 7'-0" and a minimum square footage of 120 sqft. The 2'-0" overhang of a parking stall shall not be counted toward the landscape open space requirement. Landscape area that is located more than ten (10) feet from a drive aisle or parking shall is not considered parking lot landscape open space.
- ☐ Other _____

NAOS PLAN (ELS Areas)

When a NAOS plan is required, the following information indicated with an "☒" shall be provided on the NAOS plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- The NAOS plan and the open space plan address different Zoning Ordinance requirement and are to not be combined in to one plan.
- ☒ A slope analysis graphic shall be provided with the NAOS plan.
 - The slope analysis shall be sealed and signed by a Civil Engineer, Landscape Architect, or Surveyor Registered in Arizona.
 - The slope analysis graphic shall clearly identify all slope categories, as defined by the Zoning Ordinance, by hatching, separate colors, etc.
 - Based on the gross lot area, the slope analysis shall identify all slope category total square footage to the hundredth place. The chart shall be representative of the Table 6.1060.A of the Zoning Ordinance.
- ☒ Total NAOS area required in sqft (show calculations based on the slope category), and the total area provided shall be identified on the plan.
- ☒ The total allowable revegetated NAOS in sqft (show calculations) and the total provided revegetated NAOS areas shall be identified on the plan.
- ☒ Each total calculated NAOS area on the NAOS plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place.
- ☒ Each calculated area's revegetated NAOS on the NAOS plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place.
- ☒ Each calculated area minimum square footage and width must meet the Zoning Ordinance requirements.
- ☒ Sidewalks, drive aisles, rip rap, drainage structures, streets, paved path, and similar shall not be counted as NAOS.
- ☒ NAOS that is to be dedicated adjacent to a wall shall be identified as revegetated NAOS for a width of 5'-0" and the length of the wall.
- ☒ NAOS that is to be dedicated adjacent to a driveway or parking lot shall be identified as revegetated NAOS for a minimum width of 5'-0" and the length of the driveway or parking lot.
- ☒ NAOS that is to be dedicated over public utility, water line, and sewer line easements shall be identified as revegetated NAOS for a width and length of the easement within the NAOS easement.

- ☒ NAOS that is to be dedicated over private utilities shall be identified as revegetated NAOS for a minimum width of 10'-0" and the length of the improvement within the NAOS easement. Additional area may be required based on the type and size of the improvements.
- ☒ NAOS shall not be dedicated within 5'-0" of a building.
- ☒ NAOS dedicated within 10'-0" of a building shall be identified as revegetated NAOS.
- ☐ Other _____

BOULDER FEATURES, BOULDER COLLAPSE, UNSTABLE SLOPES, NATURAL LANDMARKS AND ARCHAEOLOGICAL SITES, AND PROTECTED PEAKS AND RIDGES PLANS

(ESL areas – When required)

- The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Plans are color aeriels of the parcel(s) to be developed addressing the Zoning Ordinance requirements.
- Two plans are required:
 - The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Existing Conditions Plan, and
 - The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Proposed Development Plan.

The Boulder Features, Boulder Collapse, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Existing Conditions Plan:

- ☒ 1-foot Contour lines are to be shown, and every 5 foot contour is to be labeled with the elevation.
- ☒ Existing parcel lines are to be shown and dimensioned.
- ☒ Boulder features, boulder collapse, boulder outcrops, unstable slopes, natural landmarks and archaeological sites and protected peaks and ridges as defined by the zoning ordinance shall be identified with a separate line type and labeled on the plan.

The Boulder Features, Boulder Collapse, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Proposed Development Plan:

- ☒ Proposed parcel lines are to be shown and dimensioned.
- ☒ Proposed building envelopes are to be shown.
- ☒ Existing parcel lines are to be shown and dimensioned.
- ☒ Boulder features, boulder collapse, boulder outcrops, unstable slopes, natural landmarks and archaeological sites and protected peaks and ridges as defined by the zoning ordinance shall be identified with a separate line type and labeled on the plan.
- ☐ Other _____

MASTER THEMATIC ARCHITECTURAL CHARACTER PLAN

- The Master Thematic Architectural Character Plan shall include the primary and secondary architectural themes and design guidelines for all structures within a development.

ELEVATIONS

The following information indicated with an "☒" shall be provided on the elevations for all developments. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- ☒ The elevations shall address Zoning Ordinance requirements, ZN, and UP stipulations.
- ☒ The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
- ☒ Building colors and materials shall address the Zoning Ordinance requirements, and their locations shall be clearly indicated on the elevations.
- ☒ All roof-mounted equipment shall be dashed in on all elevations. Roof-mounted equipment shall be completely screened by parapet or a screen wall. Screen walls shall utilize architectural colors and material finishes that match the building. (Line of sight is not a recognized method of screening.)
- ☒ Any wall-mounted lights shall be labeled and dimensioned to the top of the fixture. Exterior wall-mounted lights are considered site lighting and shall be included in the photometrics calculations.
- ☒ The colors and materials shown on the color elevations shall match the color and material board.
- ☐ Other _____

ELEVATION WORKSHEET(S)

The following information indicated with an "☒" shall be provided on the elevation work sheets for all developments. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- Required for all Development applications for/with Planned Unit Development (PUD), Downtown, or Downtown Overlay zoning when elevations are required to be submitted.

Inclined Step Back Elevation Plans

- ☒ The elevations shall include the location of the curb adjacent to the building and a dimension from the curb to the closest building wall.
- ☒ Show and dimension the location of the inclined step back plane on all elevations.
- ☒ Label the corresponding line, 1:1 and 2:1 for the incline setback.
- ☒ Dimension the height of the inclined step back plane and each transition between the 1:1 and 2:1 step back on all elevations.
- ☒ The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
- ☒ Dimension the height of the mechanical screening.
- ☒ Provide the total surface area and the total allowable area of encroachment in a data table to the hundredth place.
- ☒ Indicate the location of the areas of the building that encroaches into the inclined step back with a hatch pattern. Each area shall be calculated separately, and each area's individual square footage shall be identified to the hundredth place. Provide the total area of encroachment in the data table.

ROOF PLAN WORKSHEET(S)

The following information indicated with an "☒" shall be provided on the roof plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- Roof plans shall be required when the mechanical screening will exceed the allowable building height.
- ☒ The total area of the roof shall be provided in a data table on the plan.
- ☒ The area of the mechanical screen shall be identified by hatching, etc. Each separate area shall identify the total square footage to the hundredth place, and the total are shall be provide in the data table on the plan.
- ☒ Developments in the ELS areas shall label to all parapets, peaks, and ridges with the above sea level elevations based on the '88 datum and 1 foot contours shown.
- ☒ Dimension the location mechanical screening from the parapet.

PERSPECTIVE ELEVATIONS

- ☒ The perspective elevation shall be drawn to scale.
- ☒ The colors and materials shown on the color elevations shall match the color and material board.
- ☒ Any plant shown in the perspective shall match the plant type and location shown in the landscape plan.

STREETSCAPE ELEVATIONS

- ☒ The streetscape plans shall include at least the buildings on both sides of the elevation; the project coordinator may require the elevation to include additional buildings of the existing streetscape.
- ☒ The material and color shall match the material board

TRANSITIONS PLAN(S)

- ☒ The dimensioned transition plans shall include site cross sections with the proposed and adjacent development shown. In addition, plans shall be provided to demonstrate how the proposed development transitions to existing development, and how the proposed development will mitigate real and perceived impacts on the adjacent property.

ELECTRICAL SITE PLAN

The following information indicated with an "☒" shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- ☒ The electrical site plan shall address the Zoning Ordinance, ZN, and UP stipulations regarding onsite lighting.
- ☒ The electrical site plan shall match the architectural site plan, and shall provide a light fixture schedule that includes symbol, manufacture number, and lamp wattage.
- ☒ All exterior lighting shall be identified on this plan.
- ☒ All exterior lights shall include an identifier (symbol or letter, ex. ☉ or SA) that shall be cross-referenced to the light schedule and photometrics.
- ☒ The locations of the light poles shall not be located in the parking stall overhang.
- ☐ Landscape lighting is considered on site lighting and shall be identified on the Plans. Landscape lighting maybe shown on a separate plan sheet
- ☐ Other _____

EXTERIOR ON SITE LIGHTING DETAILS

The following information indicated with an "☒" shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- ☒ All exterior fixture lighting manufacture cut sheets shall be provided on 24"x36" paper, 8 ½" x 11" separate sheets will not be accepted. Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.) The cut sheets shall include:
 - Light fixture manufacture number
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons if utilize
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve
- ☒ All exterior lighting manufacture cut sheets shall address the Zoning Ordinance, ZN, and UP stipulations. All cut sheet information shall be legible. Information that is not legible shall not be accepted. (State law prohibits Mercury Vapor lighting.)
- ☐ Up-lighting, if proposed, must be identified at the time of the DRB application. (State law prohibits the use of High Intensity Discharge up-lights over 70 watts.)
- ☐ Other _____

PHOTOMETRICS

The following information indicated with an "☒" shall be provided on the with the Photometrics plans that are to be provided for the entire site addressing Zoning Ordinance, ZN, UP, DRB, Design Guidelines, and the Staff Policy for Site Lighting. Additional information may be required by staff after they have evaluated the design.

- There is a minimum of two photometric studies required for each project. They are (1) the horizontal illuminance on the site, and (2) the vertical light trespass around the perimeter of the site. Each plan requires the following information:
 - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grip point symbols (example: *), shall have a maximum spacing of 10'-0" between each point across the entire site, and 10'-0" past the property line. The vertical photometric plan grid point shall be provided only along the property line with a maximum spacing of 10'-0" between each point.
 - A foot-candle reading shall also be provided under at least one of each light fixture type.
 - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
 - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
 - The plan shall identify the total maintenance (light loss) factor utilized.
 - The maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.

Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive -thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, average illuminance shall be provided for the grid.)

- The Light Trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings 6'-0" above grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site. All light trespass plans reading shall be based on the initial illuminance, 1.00.
- The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols, a separate summary table for all fixtures utilized, and separate total light loss factors utilized.
- The Photometrics plan shall provide a lighting fixture summary table that presents the following information:
 - Plan identification symbol or abbreviation
 - Fixture type (include the manufacture product identification catalog number)
 - Lamp type (include the manufacture product identification catalog number and wattage)
 - Lamp Lumens
 - Lamp degree Kelvin
 - Fixture lens height above lowest adjacent finished grade
 - Total Light loss factor utilized.

LANDSCAPE PLAN

The following information indicated with an "☒" shall be provided on the landscape plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

Plant Palette:

- The landscape plans shall contain an over plant palette.
- ☒ Each plant type shall be identified by its common and botanical name
- ☒ Each plant type including salvage plant material shall have its own individual symbol. (When the same plant is utilized in multiple sizes, each size shall be identified separately.)
- ☒ All plants shall be assigned a planting size.
- ☒ Trees over 15 gallons shall be identified by the trunk caliper size.
- ☐ Turf shall be identified by the total square footage (sqft) provided.
- ☒ All plants utilized in the right-of-way shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list. All plant material utilized in the right-of-way in Environmental Sensitive Lands (ESL) areas shall be on the ADWR and ESLO the plant lists.
- ☐ All plants utilized on site shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list.
- ☒ If water-intensive plants (any plant not on the ADWR) are utilized, the maximum allowable square feet (sqft) shall be indicated adjacent to the plant list, pursuant to the City of Scottsdale City Code Section 49-245,

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49-246, and 49-247 (show the calculation). The total growth area in sqft of the water intensive plants shall be provided.

- When water- intensive plants are utilized, the total landscape water usage shall be provided on the plans. The maximum water usage for the entire development shall not exceed 10 acre-feet per year. If usage exceeds this amount, written approval must be obtained from the City of Scottsdale's Water Resource Department (SWRD).

- ☒ All plant palettes in the ESL overlay zoning shall utilize plants from the City of Scottsdale's ESL Plant List.
- ☐ Hydro-seed mixtures shall be identified separately from the plant list. Each plant in the Hydro-seed mixture shall be identified by its common and botanical name. Depending on the location in the city, the mixture may be required to be selected from the ESLO plant list.

Landscape Planting Plan

- ☒ The scale of the landscape plan shall match the scale utilized for the site plan.
- ☒ North arrow
- ☒ All disturbed areas without structures or hardscape improvements shall be revegetated.
- ☒ Show the location of all plants to be planted in accordance with the Zoning Ordinance and any landscaping to remain.
- ☒ Hydro-seed area shall be clear indicated on the plans by hatching, etc. The maximum separation of planted plants in a hydro-seed area is 10 feet.
- ☒ Scenic Corridors shall be maintained and/or revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines.
- ☒ Medians landscaping shall be provided in accordance with the DS&PM.
- ☒ All easements shall be shown and labeled.
- ☐ All NAOS areas, natural and revegetated shall be shown and labeled.
- ☒ Trees shall not be planted in the Public utility Easements(s).
- ☒ All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
- ☒ Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections).
- ☒ Multi-truck trees shall not be provided in the SVT.
- ☒ Trees shall not be planted within 7'-0" of a public water line and/or sewer line.
- ☐ Boulders are considered fixed objects and shall not be placed within the roadside clear zone. Refer to DS&PM for placement criteria.
- ☐ Other _____

WATER AND WASTEWATER BASIS OF DESIGN REPORTS

- The Water and Wastewater Basis of Design Reports shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

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WATER AND WASTEWATER MASTER PLANS

- The Water and Sewer Master Plans shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

DRAINAGE REPORT

- The drainage report shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

CIVIL GRADING AND DRAINAGE PLAN

- The civil grading and drainage plan shall be prepared in accordance with the DS&PM requirements. The plan shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

☒ Proposed roadway and driveway slopes shall be indication on the plans.

- Driveway and roadway slopes shall comply with the DS&PM. ESL zoned areas also shall comply with the Design Guidelines & Policies for Environmentally Sensitive Lands handbook.

☐ Other _____

FIRE DEPARTMENT REQUIREMENTS

The following information is to be utilized as a guide; all projects are subject to the City of Scottsdale's Fire Ordinance and shall be designed accordingly.

- ☒ Show Fire Department design requirement in accordance with the DS&PM.
- ☒ Show the fire truck turning radii on site at all drive corners and turns in accordance DS&PM.
- ☒ Show the location of the Fire Riser Room in accordance with the Fire Code.
- ☒ Show the proposed and existing fire hydrate locations on the site plan.
- ☒ A knox and strobe access system shall be provided for all gates. The location is to be shown on the site plan.
- ☒ Two points of fire department access shall be provided unless otherwise determined by the Fire Department. These locations shall be shown on the site plan and shall address all Fire Ordinance requirements.

- There shall be no parking within a fire lane. Fire lane shall be indicated on the site plan.
- A minimum cross section for two-way traffic for drive aisle without parking adjacent shall be 20-feet. When parking is provided adjacent to the drive aisle, additional width requirements are required.
- The minimum street cross section for one-way traffic shall be 20-feet in width from the face of curb to the face of curb.
- The gate opening for gated entries shall be a minimum of 20-feet.
- Looped water systems shall be provided on site as required by the Fire Ordinance.

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Project Narrative

Development Review Board

While preparing the project narrative, please refer to the Development Review Board Criteria (Attachment A), which serve as the basis for the review and approval of your proposal. Provide information, descriptions, and explanations that are indicated by the Project Coordinator.

☐ **Ordinances, Master Plans, General Plan, and Standards**

Describe how the proposed development will comply with the design and character elements of the General Plan, the appropriate character area plan, all applicable city-wide master plans, the zoning ordinance development standards, the Design Standards and Policies Manual, all applicable city-wide design guidelines, and the appropriate Master Environmental Design Concept Plan.

☐ **Architectural Character, Landscaping, and Site Design**

Explain how the proposed development has been designed so that it:

- Promotes a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;
- Avoids excessive variety and monotonous repetition;
- Recognizes the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;
- Conforms to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and
- Incorporates unique or characteristic architectural features, including building height, size, shape, color, texture, setback, or architectural details, in the Historic Property Overlay District.

☐ **Ingress, Egress, On-Site Circulation, Parking, and Pedestrians**

Describe how the site layout of the proposed development has been designed to promote safety and convenience, relative to ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways.

☐ **Mechanical and Utility Equipment**

Describe how the proposed development will locate mechanical equipment, appurtenances, and utilities so that these elements will not conflict with street frontage open space, pedestrian amenities, resident amenities, landscape features, or on-site circulation, and has utilized screening devices that are integral to the design of the building, in order to screen mechanical equipment, appurtenances and utilities.

☐ **Downtown Area**

If the development proposal is within the Downtown Area, explain how the proposed development:

- Demonstrates conformance with the Downtown Plan Urban Design & Architectural Guidelines;
- Incorporates urban and architectural design that address human scale and incorporates a pedestrian-oriented environment at the street level;
- Reflects contemporary and historic interpretations of Sonoran Desert architectural traditions, by subdividing the overall massing into smaller elements, expressing small scale details, and recessing fenestrations;
- Reflects the design features and materials of the urban neighborhoods in which the development is located; and
- Integrates 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.

☐ **Location of Artwork** (refer to Zoning Ordinance Sections 1.905 and 7.1010)

If the development proposal is required to participate in the Cultural Improvement Program or Public Art Program, then determine whether or not the proposed location of artwork complies with the following criteria:

- Accessible by the public;
- Location near pedestrian circulation routes consistent with existing or future development or natural features;
- Location near the primary pedestrian or vehicular entrance of a development;
- Location in conformance with the Design Standards and Policies Manual for locations affecting existing utilities, public utility easements, and vehicular sight distance requirements; and
- Location in conformance to standards for public safety.

Development Review Board Criteria

(Scottsdale Zoning Ordinance Sec. 1.904) (December 14, 2012)

- A. In considering any application for development, the Development Review Board shall be guided by the following criteria:
1. The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards, Design Standards and Policies Manual, master plans, character plan and General Plan.
 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;
 - b. Avoid excessive variety and monotonous repetition;
 - 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;
 - d. Conform to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and
 - e. Incorporate unique or characteristic architectural features, including building height, size, shape, color, texture, setback or architectural details, in the Historic Property Overlay District.
 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.
 4. If provided, mechanical equipment, appurtenances and utilities, and their associated screening shall be integral to the building design.
 5. Within the Downtown Area, building and site design shall:
 - a. Demonstrate conformance with the Downtown Plan Urban Design & Architectural Guidelines;
 - b. Incorporate urban and architectural design that address human scale and incorporate pedestrian-oriented environment at the street level;
 - c. 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;
 - d. Reflect the design features and materials of the urban neighborhoods in which the development is located; and
 - e. 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.
 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.
- B. The burden is on the applicant to address all applicable criteria in this section.

City Policy for Exterior and Site Lighting



PURPOSE:

Encourage quality site lighting design while providing a sense of safety and security by reducing excessive light levels, light trespass and glare.

DESIGN PRINCIPLES:

- The use of lighting should be integrally designed as part of the built environment and should reflect a balance for the lighting needs with the contextual ambient light level and surrounding nighttime characteristics of our community. In conjunction with the Zoning Ordinance, recommended light level guidelines and uniformity ratios established by the Illumination Engineering Society of North America (IESNA) in the IESNA Lighting Handbook (current edition) should be considered when determining appropriate lighting design solutions. All exterior lighting design require the approval of the Development Review Board (DRB).
- Lighting designs must be designed to minimize glare, light trespass, energy conservation and to maintain dark skies. The lighting designers should consider utilizing per-curfew and post-curfew lighting designs with automatic control systems to eliminate excessive light during non-active hours of site and building operation.
- Full cut-off fixtures, mounting heights and shielding must be utilized to effectively control glare and light trespass.
- Any exterior lighting designs shall take into account all existing and proposed exterior lighting sources.
- Architectural lighting, if proposed, shall be included with the DRB application. Architectural lighting should only be utilized at the pedestrian scale and to highlight special features. Lighting of expansive wall planes, towers and roofs or the use of architectural lighting that results in "hot spots" must be avoided.
- Landscape lighting, if proposed, shall be included with the DRB application. Landscape lighting should only be utilized to accent landscaping, be pointed away from property lines, and fixtures shall contain extension shields to minimize glare and light source visibility. In areas with the Environmentally Sensitive Lands Overlay (ESL), lighting must be shielded and directed downward.

ILLUMINANCE RECOMMENDATIONS

Ambient Light Level *	Recommended Maintained Footcandles (<i>based on IESNA RP-20-98</i>) (horizontal fc measured at grade)	
	Average	Maximum
E-1 – Intrinsically Dark Areas	1	4
E-2 – Estate/Rural Areas	1.5	6
E-3 – Suburban Areas	2	8
E-4 – Urban/Pedestrian Activity Areas	2.5	10

LIGHT TRESPASS LIMITATIONS

Ambient Light Level *	Recommended Maintained Footcandles (<i>based on IESNA RP-33-99</i>) (vertical fc measured six (6) feet above grade at property line)
E-1 – Intrinsically Dark Areas	0.1
E-2 – Estate/Rural Areas	0.3
E-3 – Suburban Areas	0.8
E-4 – Urban/Pedestrian Activity Areas	1.5

* Refer to the Design Standards & Policy Manual for general Environmental Zone Locations (E-#). These locations are a guide, but are not conclusive and are subject to the approval of the DRB.

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City Policy for Exterior and Site Lighting



SUBMITTAL REQUIREMENTS:

Exterior On-Site Lighting Details:

- All exterior fixture lighting manufacture cut sheets (to be provided on 24" x 36" paper). Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.)
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons, if utilized
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve

Photometrics:

- Photometric plans shall be provided for the entire site addressing Zoning Ordinance, rezoning cases (ZN), conditional use permit cases (UP), Development Review Board cases (DR), Design Guidelines, and this City Policy for Exterior and Site Lighting. Additional information may be required by staff after they have evaluated the design.
- There is a minimum of two photometric studies required for each project. They are: (1) a horizontal illuminance analysis for the site, and (2) a vertical light trespass analysis around the perimeter of the site. Each plan requires the following information:
 - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grid point symbols (example: *), shall have a maximum spacing of ten (10) feet between each point across the entire site, and shall extend ten (10) feet beyond the property line or area of site. The vertical photometric plan grid point shall be provided only along the property line or edge of site with a maximum spacing of ten (10) feet between each point.
 - A foot-candle reading shall also be provided under at least one of each light fixture type.
 - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
 - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
 - The plan shall identify the total maintained maintenance (light loss) factor utilized.
- The total maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.
 - Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, and average illuminance shall be provided for the grid.)
- The light trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings six (6) feet above the grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site. All light trespass plan readings shall be based on the initial illuminance, 1.00.
- The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols, a separate summary table for all fixtures utilized, and separate total light loss factors are utilized.
- The photometric plan(s) shall provide a lighting fixture summary table that presents the following information:
 - Plan identification symbol or abbreviation
 - Fixture type (include the manufacture product identification catalog number)
 - Lamp type (include the manufacture product identification catalog number and wattage)
 - Lamp lumens
 - Lamp degree Kelvin
 - Fixture lens height above lowest adjacent finished grade
 - Total light loss factor utilized

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Development Application

Transportation Impact and Mitigation Analysis Submittal Information



Purpose:

The purpose of the information document is to assist applicants and City Staff determine what Transportation Impact and Mitigation Analysis information will be required with a Development Application to demonstrate compliance with the Scottsdale Revised City Code and the Design Standards and Policies Manual. This is a guide. Final determination will be provided by City Staff on the application checklist. Additional information may be required upon review of a formal application.

The detailed guidelines for the preparation of the analysis are contained in Chapter 5-1, Transportation Impact Studies, of the City's *Design Standards and Policies Manual*. For additional information about the analysis requirements, contact Traffic Engineering staff at 480-312-7645.

☐ Category 1 Study:

- Site Plan
- Adjacent Street Volumes
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan, and allowed development under current zoning (all that are applicable).

☐ Category 2 Study:

- Site Plan
- Adjacent Street Volumes
- Collision History
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan (if applicable), and allowed development under current zoning.
- Traffic Impact Analysis – Analysis of on-site circulation, site driveways, roadway segments and major intersections located adjacent to the site; signalized intersections located within one mile of the site.

☐ Category 3 Study:

- Site Plan
- Adjacent Street Volumes
- Collision History
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan (if applicable), and allowed development under current zoning.
- Traffic Impact Analysis – Analysis of on-site circulation, site driveways, roadway segments and major intersections located adjacent to the site; signalized intersections located within one mile of the site.
- Additional issues to be addressed by the analysis:
 - Need for right-turn deceleration lanes.
 - Traffic signal warrant analysis.
 - Pedestrian and bicycle access to site.
 - Proposed driveway locations; conflicts with existing intersections.
 - Left turn storage for site driveways or at nearby intersections.
 - Impacts on adjacent residential neighborhood streets.
 - Other:

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Development Application

Drainage Submittal Information



Purpose:

The purpose of the information document is to assist applicants and City Staff determine what drainage information will be required with a Development Application to demonstrate compliance with the Scottsdale Revised City Code and the Design Standards and Policies Manual. This is a guide. Final determination will be provided by City Staff on the application checklist. Additional information may be required upon review of a formal application.

Pre Development Site Condition		Case Type	Development Application Requirements	Comments
<input type="checkbox"/>	Any project site having a 50 cfs wash or is designated as SFHA.	ZN, DR, PP, II, UP, AB, BOA	Drainage Report per the DSPM.	
<input type="checkbox"/>	Any project that will increase the amount of impervious area on the site.	ZN, UP	No Drainage report per the DSPM.	Adding pavement or buildings over natural or landscaped areas. Assuming a drainage report will be provided with the DR, PP, or II case.
<input type="checkbox"/>	Any project that will increase the amount of impervious area on the site.	DR, PP, II, AB, BOA	Drainage report per the DSPM.	Adding pavement or buildings over natural or landscaped areas.
<input type="checkbox"/>	Any project that disturbs or alters an existing water course or drainage easement.	ZN, DR, PP, II, UP, AB, BOA	Drainage report per the DSPM.	Cell sites disturbing a water course or drainage easement.
<input type="checkbox"/>	Any small project that will not increase the impervious area. Less than 1 acre of disturbed area.	ZN, UP, AB, BOA	No drainage report per the DSPM.	Includes new and redevelopment type projects.
<input type="checkbox"/>	Any small project that will not increase the impervious area. Less than 1 acre of disturbed area.	DR, PP, II	A detailed grading and drainage plan showing the lowest floor elevations for all structures, per the DSPM. No drainage report.	Includes new and redevelopment type projects. Cell Sites.
<input type="checkbox"/>	Any large project, that will not increase the impervious area. More than 1 acre of disturbed area.	ZN, DR, PP, II, UP, AB, BOA	Drainage Report per the DSPM.	Includes new and redevelopment type projects. Drainage report is needed to ensure pre development flowrates don't exceed post development flowrates.

Planning and Development Services

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Section 404 Certification Form



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

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

Certification of Section 404 Permit Status:

Owner's Name: _____ Phone No.: _____

Project Name/Description: _____ Case No.: _____

Project Location/Address: _____

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

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

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

or

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

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

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

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

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

I certify that the above statement is true.

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

Date

Title/ Company

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