

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

# Development Application



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

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

**Project Name:** Bellezza Da Stallone

**Property's Address:** SWC Pima Road and Stagecoach Pass

**Property's Current Zoning District Designation:**

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

<b>Owner:</b> Parker Adelman	<b>Agent/Applicant:</b> David Gulino
<b>Company:</b> T.S.G. Publishing Foundation	<b>Company:</b> Sustainability Engineering Group, LLC
<b>Address:</b> 955 E. Cobble Stone Drive	<b>Address:</b> 8280 East Gelding Drive
<b>Phone:</b> 480.695.7068 <b>Fax:</b>	<b>Phone:</b> (602)228-3751 <b>Fax:</b>
<b>E-mail:</b> PAdelman@cox.net	<b>E-mail:</b> David@azseg.com
<b>Designer:</b>	<b>Engineer:</b> Ali Fakih
<b>Company:</b>	<b>Company:</b> Sustainability Engineering Group
<b>Address:</b>	<b>Address:</b> 8280 East Gelding Drive
<b>Phone:</b> <b>Fax:</b>	<b>Phone:</b> (480) 588-7226 <b>Fax:</b>
<b>E-mail:</b>	<b>E-mail:</b> Ali@azseg.com

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).  
This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications will be reviewed in a format similar to the Enhanced Application Review methodology.

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

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

\_\_\_\_\_  
Owner Signature

Agent/Applicant Signature

**Official Use Only**      **Submission Date:** \_\_\_\_\_      **Development Application No.:** \_\_\_\_\_

**50-DR-2018**  
**11/2/2018**

# 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.

# 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.



# Request To Submit Concurrent Development Applications

## Acknowledgment and Agreement



The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types		
Please check the appropriate box of the types of applications that you are requesting to submit concurrently		
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 checked="" 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 checked="" type="checkbox"/> Minor Land Division

Owner: Parker Adelman

Company: TSG Foundation

Address: 955 East Cobble Stone Drive, San Tan Valley, AZ 85140

Phone: (602) 330-5252

Fax: \_\_\_\_\_

E-mail: David@AZSEG.com

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to another development application; and 5) that upon completion of the City review(s) of the development applications, one or more of the development application(s) may not be approved.

Property owner (Print Name): David Gulino

Title: Authorized Agent

Date: October 25, 2018

Signature

Official Use Only	Submittal Date: _____
Request: <input checked="" type="checkbox"/> Approved or <input type="checkbox"/> Denied	
Staff Name (Print): _____	
Staff Signature: _____	Date: _____

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Request to Submit Concurrent Development Applications

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**50-DR-2018**  
**11/2/2018**

# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 513 -PA- 2017

Project Name: Bellezza Da Stallone

Project Address: SWC Pima Road and Stagecoach Pass

### 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 development application.

### 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 development application 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: \_\_\_\_\_

David Gulino

Print Name

Signature

City Use Only

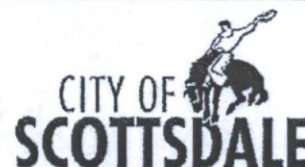
Submittal Date: \_\_\_\_\_ Case number: \_\_\_\_\_

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# Development Review Board (DRB)

## Development Application Checklist



### Minimal Submittal Requirements:

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

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

- requirements specified in the Plan & Report Requirements for Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

### PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>1,600.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided) <u>ABANDONMENT</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>6. Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>7. Appeals of Required Dedications or Exactions</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>8. Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided) <ul style="list-style-type: none"> <li>8-1/2" x 11" – ① copy</li> <li>Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>9. Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>8-1/2" x 11" – ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>10. Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>11. Request for Site Visits and/or Inspections Form</b> (form provided)
		<b>12. Addressing Requirements</b> (form provided)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>13. Design Guidelines</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input checked="" type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input checked="" type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> <li>The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul> </div> <div style="width: 35%;"> <input checked="" type="checkbox"/> <b>MAG Supplements</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scenic Corridors Design</li> <li><input type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul> </div> </div>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>14. Public Participation Process Requirements</b> (see Attachment A)
		<b>15. Request for Neighborhood Group Contact information</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> (form provided) <ul style="list-style-type: none"> <li>8-1/2" x 11" - ① copy of the set of prints</li> <li><u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> <li>8-1/2" x 11" - ⑪ copies of the set of prints (<b>Delayed submittal</b>). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.</li> </ul>

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## DRB Development Application Checklist

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

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

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>20. Plan &amp; Report Requirements for Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>21. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ④ copies</li> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>22. Context Aerial with the proposed site improvements superimposed</b> <span style="color: red; font-weight: bold;">AS 105</span> <ul style="list-style-type: none"> <li>• 24" x 36" – ④ color copies, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u></li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750-foot radius from site</p> <p>_____ ¼-mile radius from site</p> <p>_____ Other: _____</p>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Site Plan</b> <span style="color: red;">AS 102</span> <ul style="list-style-type: none"> <li>• 24" x 36" – (12) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>• Digital – (1) copy (CD/DVD, PDF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>24. Site Details</b> <span style="color: red;">AS 104</span> (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> <li>• 24" x 36" – (4) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (2) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>• Digital – (1) copy (CD/DVD, PDF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>26. Site Cross Sections</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (1) copy, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>27. Natural Area Open Space Plan (ESL Areas)</b> <span style="color: red;">L1.02</span> <ul style="list-style-type: none"> <li>• 24" x 36" – (2) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>• Digital – (1) copy (CD/DVD, PDF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>28. Topography and slope analysis plan (ESL Areas)</b> <span style="color: red;">L1.02 &amp; AS 102</span> <ul style="list-style-type: none"> <li>• 24" x 36" – (1) copy, <u>folded</u></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>29. Phasing Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – (4) copies, <u>folded</u></li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>30. Landscape Plan</b> <span style="color: red;">L2.01 &amp; L2.02</span> <ul style="list-style-type: none"> <li>• 24" x 36" – (2) copies, <u>folded</u> of black and white line drawings (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> </ul>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Digital - ① copy (CD/DVD, PDF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>31. Hardscape Plan</b> <span style="color: red;">L1.01</span> <ul style="list-style-type: none"> <li>24" x 36" - ② copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>32. Transitions Plan</b> <ul style="list-style-type: none"> <li>24" x 36" - ② copies, <u>folded</u></li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>33. Parking Plan</b> <span style="color: red;">AS 102 &amp; L1.01</span> <ul style="list-style-type: none"> <li>24" x 36" - ① copy, <u>folded</u></li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>34. Parking Master Plan</b> See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> <li>8-1/2" x 11" - ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>35. Pedestrian and Vehicular Circulation</b> <span style="color: red;">AS 102 &amp; L1.01</span> <ul style="list-style-type: none"> <li>24" x 36" - ④ copies, <u>folded</u></li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>36. Bikeways &amp; Trails Plan</b> <span style="color: red;">L1.01 &amp; AS102</span> <ul style="list-style-type: none"> <li>24" x 36" - ② copies, <u>folded</u></li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> </ul>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>37. Building Elevations</b> <div style="text-align: right; color: red; font-weight: bold;">A-201, A-202, A-203, &amp; A-204</div> <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" – ② color copies, <u>folded</u></li> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy, (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy black and white line drawing copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>38. Building Elevations Worksheet(s)</b> Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u></li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>39. Perspectives</b> <ul style="list-style-type: none"> <li>24" x 36" – ① color copy, <u>folded</u></li> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>40. Streetscape Elevation(s)</b> <div style="text-align: right; color: red; font-weight: bold;">A-201, A-202, A-203, &amp; A-204</div> <ul style="list-style-type: none"> <li>24" x 36" – ① color copy, <u>folded</u></li> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b> <div style="text-align: right; color: red; font-weight: bold;">A5 104</div> <ul style="list-style-type: none"> <li>24" x 36" – ① color copy, <u>folded</u></li> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>42. Floor Plans</b> <div style="text-align: right; color: red; font-weight: bold;">A-101, A-103, &amp; A-104</div> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>43. Floor Plan Worksheet(s)</b> (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>44. Roof Plan Worksheet(s)</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>45. Sign Details</b> <span style="color: red; font-weight: bold;">AS-104</span> <ul style="list-style-type: none"> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b> <span style="color: red; font-weight: bold;">E-100,</span> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>47. Exterior Lighting Photometric Analysis (policy provided)</b> <span style="color: red; font-weight: bold;">E-101</span> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>48. Manufacturer Cut Sheets of All Proposed Lighting</b> <span style="color: red; font-weight: bold;">E-102</span> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>49. Cultural Improvement Program Plan</b> _____ Conceptual design of location <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>① copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art)</li> </ul> _____ Narrative explanation of the methodology to comply with the requirement/contribution.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>50. Sensitive Design Concept Plan and Proposed Design Guidelines</b> <span style="color: red; font-weight: bold;">L2.01, L2.02, &amp; L2.03.</span> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>51. Master Thematic Architectural Character Plan</b> <ul style="list-style-type: none"> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 1/2" x 11" - ① copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>52. Drainage Report</b> See Chapter 4 of the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> <li>Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets</li> <li>Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>53. Master Drainage Plan</b> See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> <li>8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets</li> <li>Digital - ① copy (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>54. Final Basis of Design Report for Water</b> See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>CD/DVD</li> <li>8-1/2" x 11" - ④ copies - the report shall be bound, all full-size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>55. Final Basis of Design Report for Wastewater</b> See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>CD/DVD</li> <li>8-1/2" x 11" - ④ copies - the report shall be bound, all full-size plans/maps provided in pockets.</li> </ul>

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## DRB Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>56. Water Sampling Station</b>	<ul style="list-style-type: none"> <li>• Show location of sample stations on the site plan.</li> <li>• Fax 8 1/2" x 11" copy of the site plan with sampling stations to the Water Quality Division.</li> <li>• Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>57. Water of Approval For Fountains Or Water Features from the Water Conservation Office</b>	Please contact office at 480-312-5685 <ul style="list-style-type: none"> <li>• ① copy of the approval from the Water Conservation Office,</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>58. Native Plant Submittal:</b>	<ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u>.</li> </ul> <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <p style="color: red; font-size: 1.5em; margin-left: 400px;">MISSING</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>59. Transportation Impact &amp; Mitigation Analysis (TIMA) (information provided)</b>	Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input checked="" type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> <li>• Email (see handout instructions)</li> <li>• 8-1/2" x 11" – ③ copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>60. Revegetation Site Plan, including Methodology and Techniques</b>	<span style="color: red; font-weight: bold;">L2.03</span> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>61. Cuts and Fills Site Plan</b>	<p style="color: black; font-weight: bold;">IF OVER 4 FEET</p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>62. Cuts and Fills Site Cross Sections</b>	<ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>

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## DRB Development Application Checklist

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

### PART III – SAMPLES & MODELS

Req'd <input checked="" type="checkbox"/>	Rec'd <input type="checkbox"/>	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>69. Color Cards or Paint Color Drawdowns</b> <ul style="list-style-type: none"> <li>1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>

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## DRB Development Application Checklist

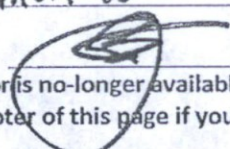
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>70. Exterior Building Color &amp; Material Sample Board(s):</b>              8-1/2" x 14" material sample board(s)</p> <ul style="list-style-type: none"> <li>• The material sample board shall include the following:                     <ul style="list-style-type: none"> <li>○ A color elevation of one side of the building</li> <li>○ 3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>○ 2"x 2" of proposed paint colors</li> <li>○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> <li>• 11" x 17" – ① copy, <u>folded</u> of a printed digital photo of the material board</li> <li>• 8 1/2" x 11" – ① copy of a printed digital photo of the material board</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>71. Electronic Massing Model:</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① color copy, <u>folded</u></li> <li>• 8 1/2" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750-foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up* model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>72. Electronic Detail Model:</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① color copy, <u>folded</u></li> <li>• 8 1/2" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750-foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up* model or other electronic modeling media acceptable to the Current Planning Services department.)</p>

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## DRB Development Application Checklist

PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	73. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>513</u> -PA- <u>2017</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	74. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	76. <b>Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	77. Other: _____ _____ _____
<input checked="" type="checkbox"/>		<p>78. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Isaac MURILLO</u> Phone Number: 480-312- <u>7849</u></p> <p>Coordinator email: <u>jmurillo</u> @scottsdaleaz.gov Date: <u>9-19-18</u></p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application need a: <input checked="" type="checkbox"/> New Project Number, or  <input type="checkbox"/> A New Phase to an old Project Number: _____</p>

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## DRB Development Application Checklist

### Required Notice

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

<http://www.scottsdaleaz.gov/building-resources/forms>

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

### Planning and Development Services

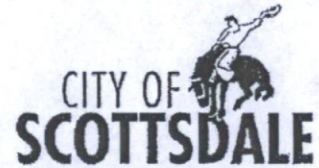
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# Development Applications Process

## Enhanced Application Review

### Development Review (DR and PP)

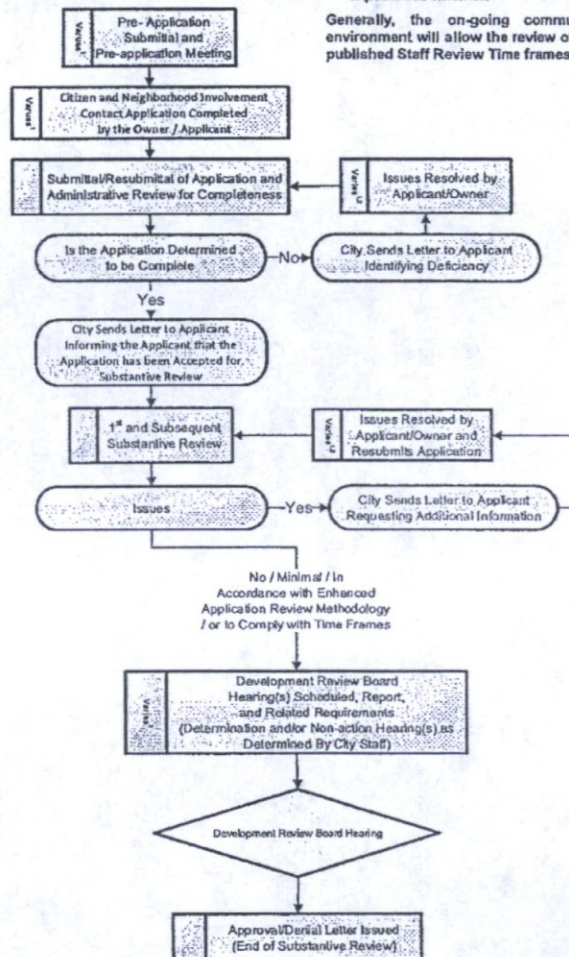


#### Enhanced Application Review Methodology

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:

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

#### Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary	Letter Issued

## Planning and Development Services

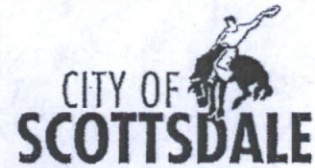
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# Development Applications Process

## Standard Application Review

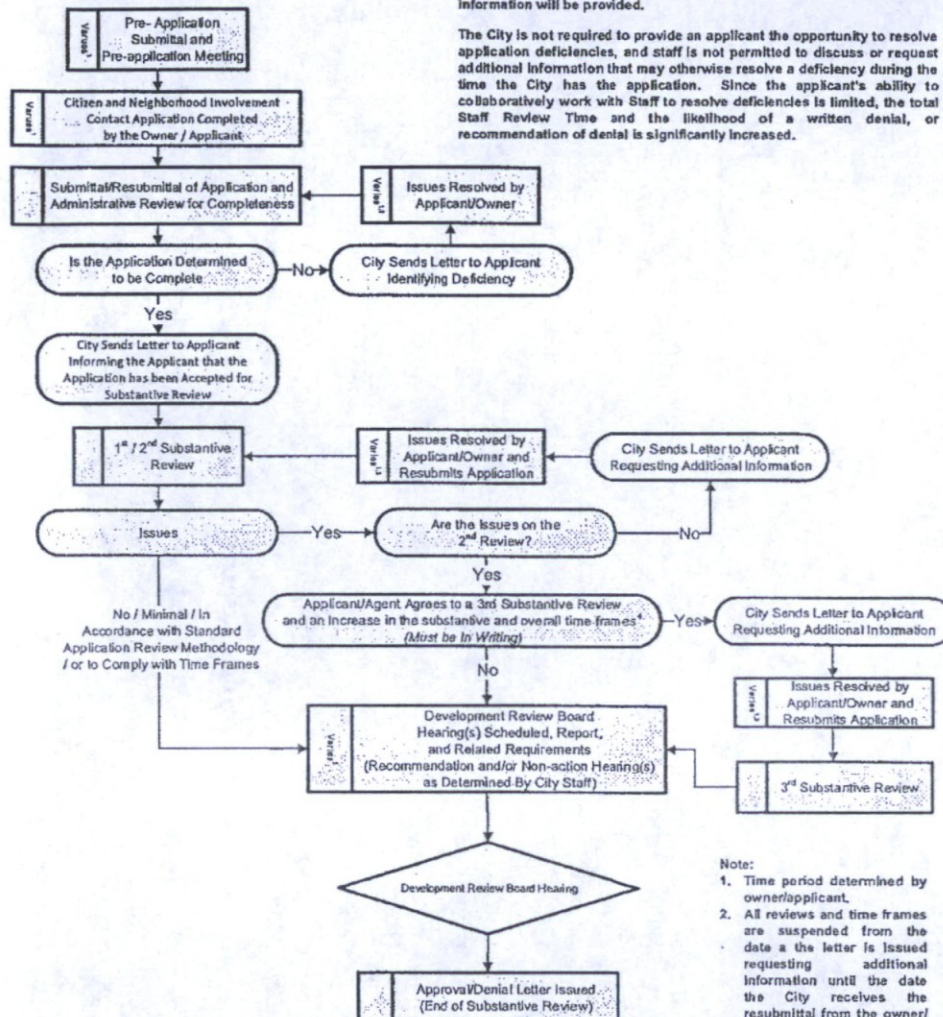
### Development Review (DR and PP)



#### Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of 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	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	

## Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)



## 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](mailto: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

ATTACHMENT A



## 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