

Application  
Narrative  
Cash Transmittals  
Pre-Application  
Pre\_App Narrative  
Pre-App Cash Transmittal  
Development Standards

## McClay, Doris

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**From:** sandra price <sandra.pricemha@me.com>  
**Sent:** Friday, July 19, 2019 1:40 PM  
**To:** McClay, Doris; Venker, Steve  
**Cc:** karen Benson  
**Subject:** Name and Contact information for postcards

⚠ EXTERNAL Email with links or attachments. Please use caution!

I authorize using the following name and contact information for the required mailing re Sands North HOA application for rezoning as a historic district. I will send the affidavit under separate cover.

Contact name: Karen Benson, Manager, Integrity First Property Management

Phone: (623)748-7595

Email: KBenson@Integrityfirstpm.com

If any members of the community have questions re the historic district application, the property manager will receive the questions and forward them on to me.

Best regards,

Sandra Price, President  
Sands North HOA

# 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 checked="" 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 checked="" 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: Sands North Historic District Request

Property's Address: 7233 E. Joshua Tree Lane, Scottsdale, AZ 85270

Property's Current Zoning District Designation: R-4R

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: <u>SANDRA PRICE, PRESIDENT</u>	Agent/Applicant: <u>ROBERT GRAHAM</u>
Company: <u>SANDS NORTH HOMEOWNERS</u>	Company: <u>MOTLEY DESIGN GROUP LLC</u>
Address: <u>PGB 30730, MESA, AZ 85275</u>	Address: <u>1114 GRAND AVE, PHX 85007</u>
Phone: <u>480-262-3039</u> Fax: <u>N/A</u>	Phone: <u>602-254-5599</u> Fax: <u>N/A</u>
E-mail: <u>sandra.price.mha@gmail.com</u>	E-mail: <u>rgraham@motleydesigngroup.com</u>
Designer: <u>N/A</u>	Engineer: <u>N/A</u>
Company:	Company:
Address:	Address:
Phone:	Phone:
Fax:	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 applications<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

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

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

Sandra Price, President  
Owner Signature

[Signature]  
Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

## Planning and Development Services

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

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**9-ZN-2018**  
**06/13/18**

# Development Application

## Review Methodologies



### Review Methodologies

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

#### **1. Enhanced Application Review Methodology**

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

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

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

#### **2. Standard Application Review Methodology:**

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

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

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

#### **Note:**

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

### **Planning and Development Services**

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



# Development Application

## Arizona Revised Statutes Notice



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

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

### Planning and Development Services

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# Sands North Historic District Overlay Zoning Application Narrative

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This application will result in the placement of an (HP) Historic Property zoning overlay on the parcel platted as Sands North Townhouses, approximately 10 acres gross area.

The proposal broadly supports Character and Lifestyle Goal No. 3, to “Identify Scottsdale’s historic, archaeological and cultural resources, promote an awareness of them for future generations, and support their preservation and conservation.” Enactment of the overlay will provide recognition to the historic nature of the subdivision and cultivate an appreciation for its place in Scottsdale’s history. Further, it will encourage respectful rehabilitation and maintenance of the neighborhood and its existing historic character. Designation will make these historic townhomes eligible for incentives offered by the city to support its historic resources as outlined in the General Plan.

Sands North lies in the Southern Scottsdale Character Area. It is part of the Resort Corridor and Resort Villages Character Types. Scottsdale Road, which abuts the western edge of Sands North, is designated a Visually Important Roadway. Designation of Sands North as historic, and enactment of the related Preservation Plan and Design Guidelines, will reinforce a number of goals and policies specific to the Character Area:

- Goal NR1, “Enhance Current Residential Neighborhoods Within Southern Scottsdale,” and specifically
  - Policy NR 1.4, “Support the evaluation and placement of significant historic resources on federal, state, and/or local registries to take advantage of incentives associated with such historic designations” and
  - Policy NR5, “Continue to support the designation of residential and neighborhood historic properties and districts, which protect and enhance property values through appropriate restoration, preservation, and promotion of significant historic resources.”
- Goal H3, “Encouraging Reinvestment in Existing Residential Properties” and specifically
  - Policy H 3.1 “Encourage housing revitalization or reinvestment that will advance Southern Scottsdale’s design, character and economy” and
  - Policy H 3.2 to “Support and enhance the existing single and multi-family housing mix located in Southern Scottsdale.”
- Policy PE 1.2 to “Respect the character of historically designated properties when undertaking energy-efficient residential improvements.”

This proposal will have the effect of preserving the historic character of the Sands North Townhouses by making alterations and additions that require building permits subject to the Design Guidelines contained in the Preservation Plan. The Design Guidelines are carefully constructed to comply with the Secretary of the Interior’s Standards for Rehabilitation, the nationally recognized standards that define the circumstances under which alterations from existing conditions are acceptable, when they are not, and in what manner they should be achieved.

**9-ZN-2018**  
**06/13/18**



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9-ZN-2018  
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**9-ZN-2018**  
**06/13/18**



# Sands North Townhouses

## Map of Lots with Model Types



**KEY**  
 Lot Number  
 (Model Type)





# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 110-PA-2018

Project Name: Sands North Historic District Request

Project Address: 7233 E. Joshua Tree, Scottsdale 85250

### 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:

Sandra L. Price for Sands North,  
HOA President

Print Name

Sandra L. Price

Signature

### City Use Only:

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

### Planning and Development Services

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



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.



# City of Scottsdale Cash Transmittal

# 115595

115595  
2 01134726  
6/13/2018 PLN-1STOP  
KWHEELER HP60062020  
6/13/2018 1:48 PM  
\$1,140.00

**Received From :**

Sandra Price  
7250 E JOSHUA TREE LN  
SCOTTSDALE, AZ 85250

**Bill To :**

SANDS NORTH HOA  
7250 E JOSHUA TREE LN  
SCOTTSDALE, AZ 85250  
480-262-3039

Reference # 110-pa-2018  
Address 7233 E JOSHUA TREE LN  
Subdivision SANDS NORTH TOWNHOMES

Issued Date 6/13/2018  
Paid Date 6/13/2018  
Payment Type CHECK

Marketing Name  
MCR 137-46  
APN 174-19-060A

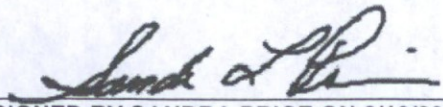
Lot Number  
Metes/Bounds No  
Gross Lot Area 0  
NAOS Lot Area 0  
Net Lot Area 0  
Number of Units 1  
Density

Cost Center  
Jurisdiction SCOTTSDALE  
Water Zone  
Water Type  
Sewer Type  
Meter Size  
QS 22-45

Owner Information  
SANDS NORTH HOA  
7250 E JOSHUA TREE LN  
SCOTTSDALE, AZ 85250  
480-262-3039

Code	Description	Additional	Qty	Amount	Account Number
3170	REZONING APPLICATION		1	\$1,140.00	100-21300-44221

**9-ZN-2018**  
**06/13/18**

  
SIGNED BY SANDRA PRICE ON 6/13/2018

Total Amount

**\$1,140.00**

(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 # 115595**



# Rezoning

## Development Application Checklist



### Minimal Submittal Requirements:

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

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

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

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

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

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

### PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Zoning Application Fee \$ <u>1,140</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application (form provided) Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

### Planning and Development Services

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



## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. <b>Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. <b>Appeal of Required Dedications, Exactions, or Zoning Regulations</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. <b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" – ① copy</li> <li>Include complete Schedule A and Schedule B. (requirements form provided)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. <b>Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>8-1/2" x 11" – ② copies <i>SANDS NORTH</i></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. <b>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"/>	11. <b>Request for Site Visits and/or Inspections</b> (form provided)
		12. <b>Addressing Requirements</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. <b>Draft Development Agreement</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" – ③ copies</li> </ul> Must adhere to the Maricopa County Recorder requirements
		14. <b>Proposition 207 waiver or refusal</b> (Delay submittal until after the Planning Commission Hearing ) (sample agreement information provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15. <b>Public Participation:</b> (form provided) <ul style="list-style-type: none"> <li>Provide one copy of the Citizen Review Plan and Report</li> <li>If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Citizen Review Report addendum.</li> </ul>
		16. <b>Request for Neighborhood Group/Homeowners Association</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. <b>Site Posting Requirements:</b> (form provided (white and red signs) <ul style="list-style-type: none"> <li>Affidavit of Posting for Project Under Consideration</li> <li>Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing.</li> <li>Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18. <b>School District Notification –</b> (form provided) Required for all applications that include residential uses.

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>19. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" - ① copy of the set of prints</li> <li>See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>20. Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Archaeology Survey and Report - ③ copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies</li> <li><input type="checkbox"/> Copies of Previous Archeological Research - ① copy</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>21. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)
<b>PART II -- REQUIRED NARRATIVE, PLANS &amp; RELATED DATA</b>		
Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
		<b>22. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Development Plan</b>
Req'd	Rec'd	

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>a. Application Narrative</b></p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ④ copies</li> <li><input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following:               <ul style="list-style-type: none"> <li>• goals and policies/approaches of the General Plan</li> <li>• goals and polices of the applicable Character Area Plan</li> <li>• architectural character, including environmental response, design principles, site development character, and landscape character</li> </ul> </li> <li><input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc)</li> <li><input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative:               <ul style="list-style-type: none"> <li><input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards,</li> <li><input type="checkbox"/> bonus provisions and justifications,</li> <li><input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or</li> <li><input checked="" type="checkbox"/> Historic Property – existing or potential historic property.                   <ul style="list-style-type: none"> <li>○ (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)</li> </ul> </li> </ul> </li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>b. Legislative draft of the proposed development standards, or amended development standards (form provided)</b></p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ③ copies</li> </ul> <p>(Must adhere to the Maricopa County Recorder requirements)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>c. Legislative draft of the list of Land Uses, if proposed (PBD, SC)</b></p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ② copies</li> </ul> <p>(Must adhere to the Maricopa County Recorder requirements)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>d. A dimensioned plan indicating the proposed boundaries of the application</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (CD/DVD – PDF Format)</li> </ul> <p style="text-align: right; color: blue; font-family: cursive;">PLAT</p>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>e. Context Aerial with the proposed site improvements superimposed</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ② 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>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>f. Site Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ①⑥ 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"/>	<p><b>g. Subdivision Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ①⑥ 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"/>	<p><b>h. Open Space Plan (Site Plan Worksheet) (example provided)</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① 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"/>	<p><b>i. Site Cross Sections</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>j. Natural Area Open Space Plan (ESL Areas)</b></p> <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> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>k. Topography and slope analysis plan (ESL Areas)</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>l. Phasing Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ③ 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"/>	<p><b>m. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>24" x 36" – ② copies, <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"/>	<p><b>n. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>24" x 36" – ② copies, <u>folded</u> of <u>black and white line drawings</u></li> <li>11" x 17" – ① copy, <u>folded</u></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>o. Transitions Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u></li> <li>11" x 17" – ① copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>p. Parking Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>q. Parking Master Plan</b></p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>r. Pedestrian and Vehicular Circulation Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" - ③ copies, <u>folded</u></li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 1/2" x 11" - ① color copy (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD - PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>s. Elevations</b></p> <ul style="list-style-type: none"> <li>24" x 36" - ② copies <u>folded</u> black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" - ② color copies, <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 1/2" x 11" - ① color copy, (quality suitable for reproduction)</li> <li>8 1/2" x 11" - ① copy black and white line drawing (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD - PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>t. Elevations Worksheet(s)</b></p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted.</p> <ul style="list-style-type: none"> <li>24" x 36" - ② copies, <u>folded</u></li> <li>Digital - ① copy (CD/DVD - PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>u. Perspectives</b></p> <ul style="list-style-type: none"> <li>11" x 17" - ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 1/2" x 11" - ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>v. Floor Plans</b></p> <ul style="list-style-type: none"> <li>24" x 36" - ① copy, <u>folded</u></li> <li>11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>w. Floor Plan Worksheet(s)</b></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> <li>24" x 36" - ① copy, <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 checked="" type="checkbox"/>	<p><b>x. Roof Plan Worksheet(s)</b></p> <ul style="list-style-type: none"> <li>24" x 36" - ① copy, <u>folded</u></li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>y. Electronic Massing Model:</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① color copy, <u>folded</u></li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750 foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up* model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>z. Solar Analysis</b></p> <p>The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m.</p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD).</p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>aa. Exterior Lighting Site Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>bb. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>cc. Cultural Improvement Program Plan</b></p> <p>_____ Conceptual design</p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>dd. Sensitive Design Concept Plan and Proposed Design Guidelines</b></p> <p>(Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <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"/>	<p><b>ee. Master Thematic Architectural Character Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>ff. Conceptual Signage Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <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"/>	<p><b>gg. Other:</b></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p><input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u></p> <p><input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction)</p> <p><input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</p> <p><input type="checkbox"/> Digital – ① copy (CD/DVD – PDF Format)</p>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>24. Development Plan Booklets</b></p> <ul style="list-style-type: none"> <li>11" x 17" – ③ copies (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> <li>8 ½" x 11" – ③ copies on archival (acid free) paper: this is a <b>delayed submittal</b> that is to be made after the Planning Commission recommendation.</li> </ul> <p>The Development Plan Booklets shall include the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards</li> <li><input type="checkbox"/> Legislative draft of the proposed List of Land Uses</li> <li><input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application</li> <li><input type="checkbox"/> Context Aerial with the proposed Site Plan superimposed</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Subdivision Plan</li> <li><input type="checkbox"/> Open Space Plan</li> <li><input type="checkbox"/> Phasing Plan</li> <li><input type="checkbox"/> Landscape Plan</li> <li><input type="checkbox"/> Hardscape Plan</li> <li><input type="checkbox"/> Transitions Plan</li> <li><input type="checkbox"/> Parking Plan</li> <li><input type="checkbox"/> Pedestrian and Vehicular Circulation Plan</li> <li><input type="checkbox"/> Conceptual Elevations</li> <li><input type="checkbox"/> Conceptual Perspectives</li> <li><input type="checkbox"/> Electronic Massing Model</li> <li><input type="checkbox"/> Solar Analysis</li> <li><input type="checkbox"/> Exterior Lighting Plan</li> <li><input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting</li> <li><input type="checkbox"/> Cultural Amenities Plan</li> <li><input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control)</li> <li><input type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</li> <li><input type="checkbox"/> Master Thematic Architectural Character Plan</li> <li><input type="checkbox"/> Conceptual Signage Plan</li> <li><input type="checkbox"/> Other:</li> </ul> <hr/> <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>25. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</b></p> <p>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</p>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>26. Preliminary Drainage Report</b></p> <p>See Chapter 4 of the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>27. Preliminary Grading and Drainage Plan</b></p> <p>See Chapter 4 of the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for the plan. The preliminary grading and drainage plan may be included as part of the preliminary drainage report.</p> <ul style="list-style-type: none"> <li>• Hardcopy - 24" x 36" - ① copy of the Preliminary Grading and Drainage plan.</li> <li>• Digital - ① copy of the Preliminary Grading and Drainage Plan (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>28. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 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 checked="" type="checkbox"/>	<p><b>29. Preliminary Basis of Design Report for Water</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> <li>• Email (see handout submittal instructions)</li> <li>• CD/DVD</li> <li>• 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>30. Preliminary Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> <li>• Email (see handout submittal instructions)</li> <li>• CD/DVD</li> <li>• 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>31. Master Plan for Water</b> Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans. <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 checked="" type="checkbox"/>	<b>32. Master Plan and Design Report for Wastewater</b> Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans. <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 checked="" type="checkbox"/>	<b>33. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study             <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>8-1/2" x 11" - ③ copies of the Transportation Impact &amp; Mitigation Analysis Water including full size plans/maps in pockets</li> </ul> </li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>34. Native Plant Submittal Requirements: (form provided)</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u>.              (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</li> <li>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>35. Environmental Features Map</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>36. Other:</b> <u>HISTORIC PRESERVATION PLAN</u>

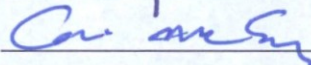
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## Rezoning Development Application Checklist

### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call <b>480-312-7767</b> . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>110</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. 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"/>	40. <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 checked="" type="checkbox"/>		<p>41. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Doris McElroy</u> Phone Number: <u>480-312- 4214</u></p> <p>Coordinator email: <u>DMcElroy</u> @scottsdaleaz.gov Date: <u>3/7/18</u></p> <p>Coordinator Signature: <u></u></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 needs a: <input checked="" type="checkbox"/> New Project Number, or  <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:  <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a></p> <p>Planning and Development Services  One Stop Shop  Planning and Development Services Director  7447 E. Indian School Rd, Suite 105  Scottsdale, AZ 85251  Phone: (480) 312-7000</p>

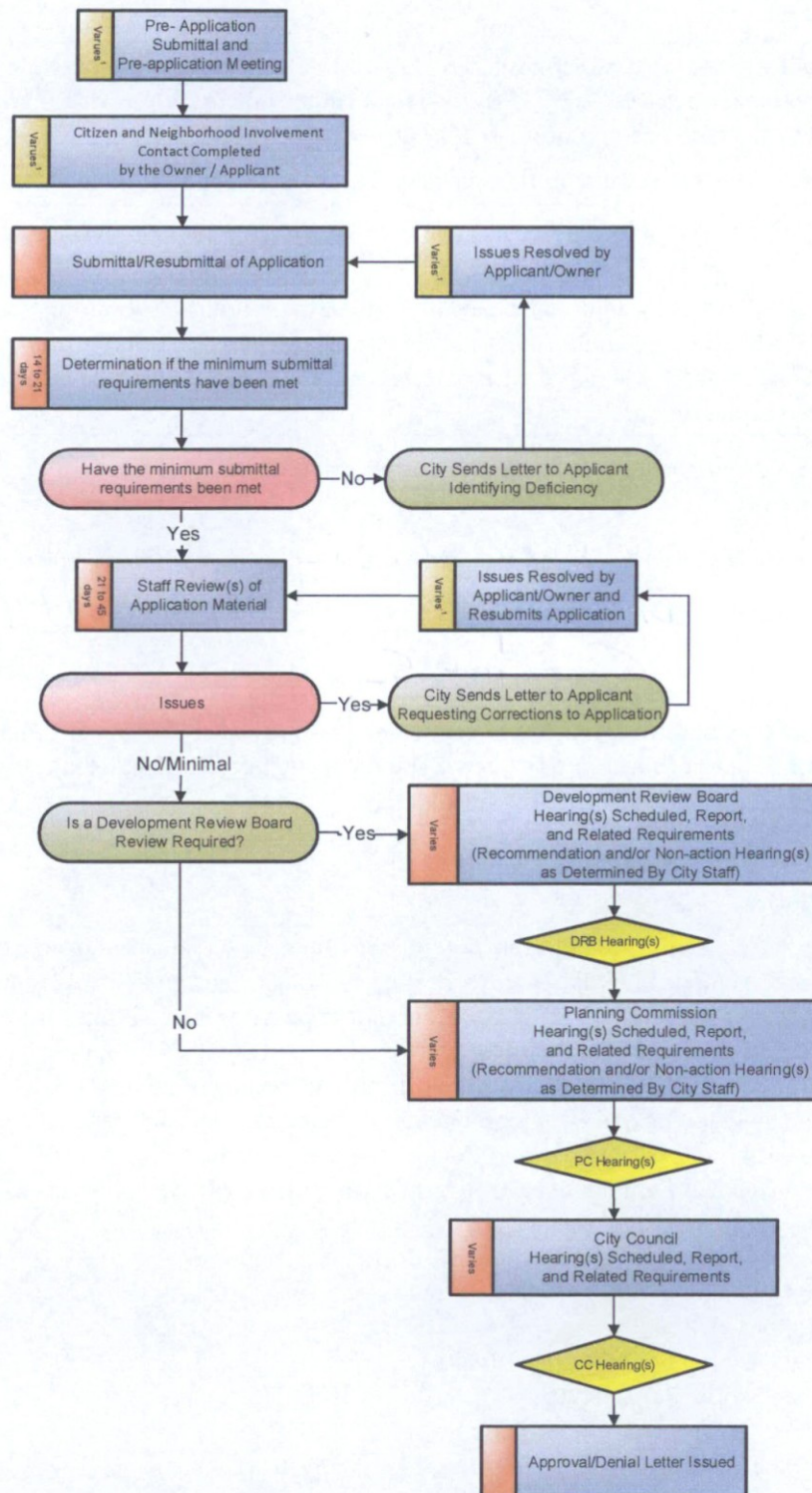
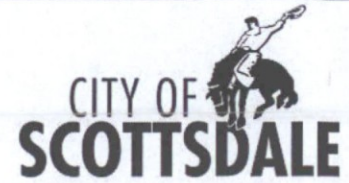
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# Development Application Process

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



Note:  
1. Time period determined by owner/applicant.

## Planning and Development Services

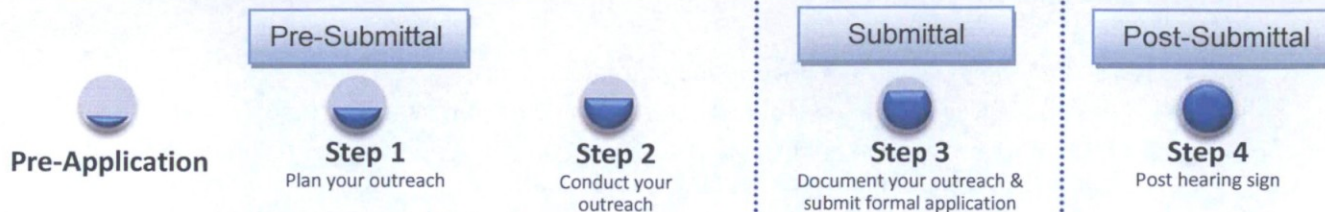
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# Public Participation - Non-major General Plan (GP) Zoning (ZN)



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



## Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach

### A. The Plan shall include:

1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

10 DAYS

## Step 2: 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' of the property that is the subject of the rezoning or non-major General Plan amendment, to the City's interested parties lists (GP list and standard 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)
  - Existing General Plan land use designation graphic for zoning cases
  - Existing and Proposed General Plan land use designations for non-major GP cases
  - Zoning (for ZN case: existing and proposed graphics)
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
  - Any associated active cases
- **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 holding the Open House meeting on holidays, weekends, and during working hours
- Maintain contact with neighbors throughout the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement

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## **Public Participation - Non-major General Plan (GP) Zoning (ZN)**



### **Step 3: Complete and include a Neighborhood Involvement Report/Citizen Review Plan with application submittal**

The Report shall include:

- A. Details of the methods used to involve the public including:
  1. A map showing the number of and where notified neighbors are located
  2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
  3. The dates contacted, how they were contacted, and the number of times contacted
  4. Copies of letters or other means used to contact neighbors, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
  5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
  6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
  7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
  1. The substance of the comments
  2. The method by which the applicant has addressed or intends to address the comments identified during the process

### **Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo**

#### **City will conduct additional public notification**

- Mailing out postcards to property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

#### **Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001

## **Planning and Development Services**

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