



Application

Narrative

Cash Transmittal

Development Standards

PRE-PLAT NARRATIVE

02-PP-2020



HAPPY VALLEY 18

Camelot Homes
6607 N. Scottsdale Road, Suite H100
Scottsdale, AZ 85250

APPLICATION REQUEST

Camelot Homes LLC, (the “Developer”) seeks to develop approximately twenty-nine (29) acres of land west of Alma School Road and south of Happy Valley Road (the “Property”) as a private gated enclave of single-family homes as conceptually depicted on *Figure 1 – Illustrated Site Plan*.

This application is a request for approval of the preliminary plat application for the Property. The proposed development includes twenty-one (21) homesites ranging from approximately 26,250 to 34,500 square feet. There are two (2) existing homes within the Property. The home on proposed Lot 11 will remain and the home on proposed Lot 17 will be removed and replaced with a new home by the Developer. To protect and enhance the quality of life of residents in the proposed neighborhood, a sound mitigation wall is proposed to shield Happy Valley Road traffic noise from the homesites.

The proposed plan aligns with the intent of the Environmentally Sensitive Lands (the “ESL”) district and is a creative development plan that is harmonious with the neighboring communities while embracing native desert vegetation character around the perimeter and through the center of the enclave. As further described in this application, proposed grading of the site includes cuts and fills that exceed eight (8) feet in an effort to preserve undisturbed natural area open space in common area tracts.



Figure 1 – Illustrated Site Plan

PROJECT DESCRIPTION

The approximately twenty-nine (29) acre site is located south and west of the Alma School Road and Happy Valley Road intersection. North and east of the Property are existing residential developments subdivision (Eagles Glen, Troon Fairways and Glen Moor). West of the Property are two (2) single-family detached homes each on an approximately five (5) acre lot with access to the homes coming from 102nd Street, which is west of the subject site. South of the Property along the southern property line is an undeveloped half right-of-way that terminates at a half cul-de-sac just east of the western boundary of the Property that provides access to three (3) unimproved lots.

The proposed neighborhood concept recognizes the value and visual significance that landscaping has upon reinforcing the character of this area of the city. Through protecting natural landscape areas, the tactful design of the enclave will seamlessly blend with the character of the surrounding neighborhoods by embracing the native Sonoran Desert landscape. The proposed neighborhood will have a character similar to that of Whitehorse, a recently approved community along the east side of Pima Road at Los Gatos Drive currently under construction by the Developer.

Comprised of twenty-one (21) homesites, ranging from approximately 26,250 to 34,500 square feet, the neighborhood is designed around a wash corridor that bisects the Property, and with site grading and the salvage and reuse of mature plant material in mind. There are two (2) existing homes within the Property. The home on proposed Lot 17 will be removed and replaced with a new home by the Developer.

The home on proposed Lot 11 will remain and be integrated within the neighborhood.

Land at the perimeter of the neighborhood will preserve a natural desert character and provide a buffer to the adjacent residential properties. A fifty (50) foot roadway buffer will be provided along the south side of Happy Valley School Road complementing the native character landscape along the north side of the road. The landscape buffer widens to approximately 220' feet near the intersection of Happy Valley Road and Alma School Road. A similar landscape buffer will be provided along Alma School Road.

Along the south boundary, adjacent to the twenty (20) foot half-street right-of way, will be a thirty-five (35) foot wide common area tract. A common area tract along the west boundary will vary in width from approximately fifty (50) feet to seventy-five (75) feet as will one along the east boundary that will vary from approximately thirty (30) feet to 130 feet. These open space tracts will include a NAOS easement.

An eight (8) foot wide public path will be located along the south side of the roadway that will be constructed with the Happy Valley Road widening and traffic circle improvements. A trail, installed by the Developer, will meander through the roadway buffer. Along Alma School Road a native character landscaped buffer will also include a public path and trail north of the entry drive into the neighborhood. A trail will continue south of the entry drive to the south property boundary. These pedestrian segments will allow the new residents the enjoyment of Scottsdale's superior and desirable Sonoran Desert lifestyle by connecting their community to a regional path and trail network linking to the McDowell Sonoran Preserve and the local neighborhood social/retail centers.

Residents will enter the neighborhood from Alma School Road. The entry location is based on adequate spacing from the future traffic circle planned by the City at the intersection of Alma School Road and Happy Valley Road. As requested, additional rights-of-way will be dedicated along Happy Valley Road and Alma School Road to

accommodate the roadway widening and alignments entering the circle. This includes an additional (10) feet of right-of-way along the south side of Happy Valley Road and an additional thirty (30) feet of right-of way along a portion of Alma School Road.

The proposed site plan embraces the surrounding landscape and architectural character while integrating with the landforms within the Property. Upon entering the gated enclave, the entry road descends, arriving to a desert character open space corridor. Within the proposed neighborhood a wash corridor bisecting the Property will be preserved in a common area tract with a NAOS designation. Homesites are designed around the corridor preserving the native landscape character typically found in this area of the city. The open space feel will continue within the neighborhood as threads of desert landscape will weave between homes and along neighborhood roads. Single-family homes designed with desert appropriate architectural style will meet ESL standards and will contribute a rural character lifestyle that includes preservation of the desert landscape. A selection of five (5) floor plans each with three (3) elevations will result in an architecturally rich variety of homes in the neighborhood.

To preserve the unique nighttime experience of Scottsdale's dark sky and moon rises over the McDowell peaks, roadway lighting within the neighborhood will be limited to required locations only. A complement to the "dark" experience is the "quiet" experience of the Sonoran Desert. To protect and enhance the quality of life of residents in the proposed neighborhood, a sound mitigation wall will be constructed to shield Happy Valley Road traffic noise from the homesites. The wall will not only protect the quality of life for residents, but will also be aesthetically pleasing. The slump block sound mitigation wall will be located along the southern edge of the fifty (50) foot roadway buffer and then meander further south, away from Happy Valley Road, along the north boundary of Lot 1 and Lot 2.

The wall form is curvilinear in accordance with ESL standards, and setback approximately sixty (60) feet from the existing Happy Valley Road right-of-way. As mentioned above, a request for an additional ten (10) feet of right-of way along Happy Valley Road will be dedicated to accommodate the City roadway widening improvements. As a result, the sound mitigation wall will encroach into the buffered roadway corridor in two (2) locations. One encroachment ranges from zero (0) inches to twenty-nine (29) inches in depth and the other encroachment ranges from zero (0) inches to twenty (20) inches in depth. The approximately 150 square feet of encroachment is more than offset by lengths of the wall that exceed the fifty (50) foot corridor depth approximately four (4) to six (6) feet for significant lengths. The area where the depth is exceeded is more than six (6) times that of the encroachment area. Additionally, the proposed site plan includes a deep landscape tract near the intersection of Happy Valley Road and Alma School Road further preserving the landscape rich character of area and meeting the intent of the guidelines. See *Figure 2 – Sound Mitigation Wall*.

The site slopes approximately sixty (60) feet from the northeast to the southwest. Where practical, homesites are oriented to avoid the wash corridor bisecting the Property as well as to set up indoor and outdoor living areas that will capture the distant city views. Grading within the site will be carefully orchestrated. Initially grading will be limited to infrastructure improvements including roadways, the neighborhood entry, sound mitigation walls and drainage improvements. Each homesite is designed with a flat pad that will be graded individually upon commencing home construction. As such, walls specific to a homesite will be installed when the related home is constructed. Cuts and fills greater than eight (8) feet are anticipated within and around the homesites and community infrastructure improvements. These cuts and fills are a function of the approximately (60) feet of fall across the Property, development roads, and of the pad for a home. Excavation is concentrated in these areas in an effort to minimize impacts and preserve large areas of undisturbed NAOS around the perimeter and through the center of the proposed neighborhood. The sound mitigation wall and walls related to the entry

and arrival to the neighborhood will be included with the initial construction of the neighborhood infrastructure.

Along the south boundary a half-street right-of-way will be dedicated for Desert Vista Drive. To avoid a wash corridor crossing under Alma School Road a portion of this right-of-way is angled across the Property to allow access to the adjacent properties from Alma School Road that avoids the wash and related drainage facilities.

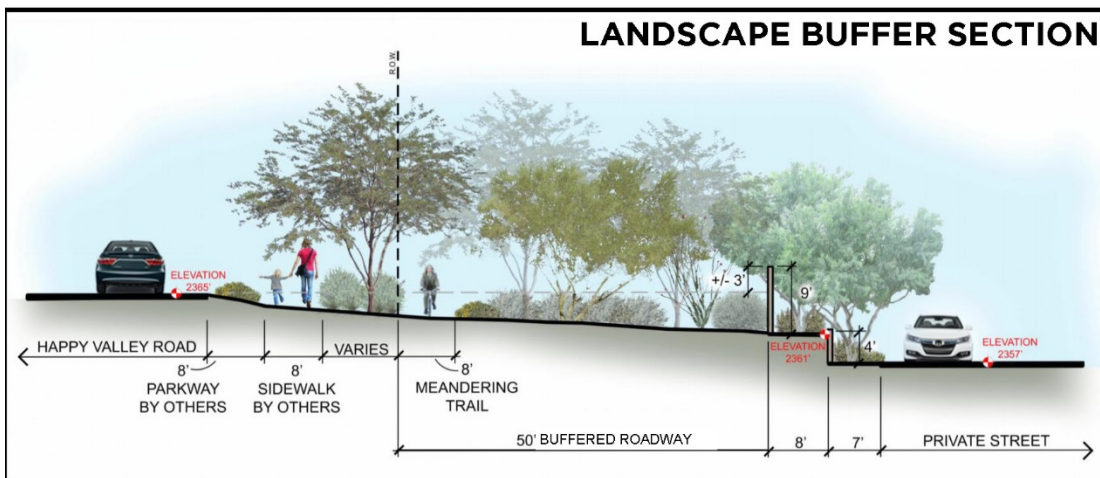
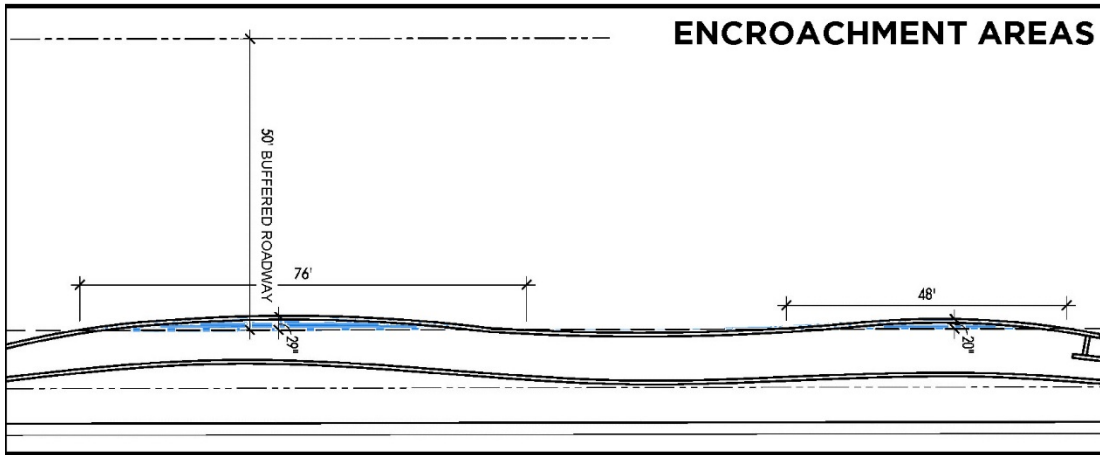
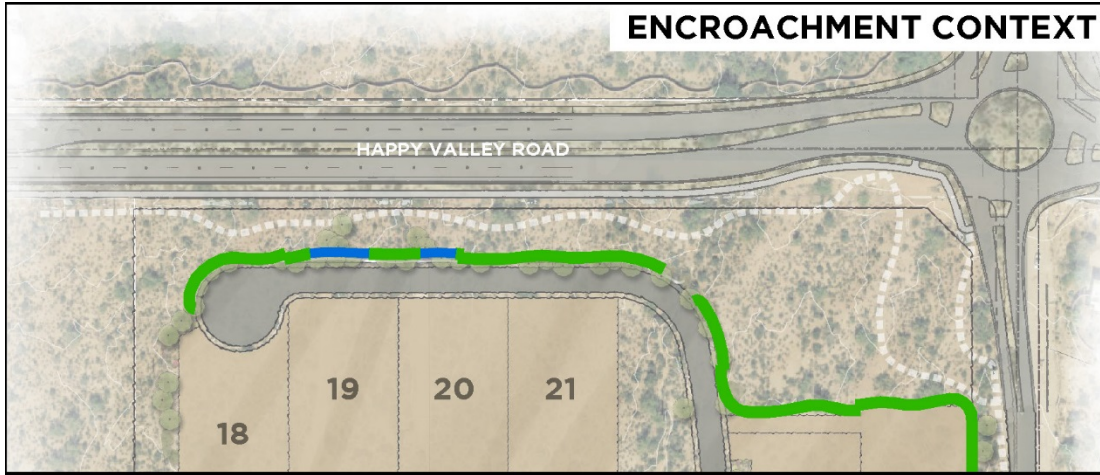


Figure 2 – Sound Mitigation Wall

PLANNED RESIDENTIAL DEVELOPMENT DESIGN CRITERIA AND DEVELOPMENT STANDARDS

The proposed project is an imaginative residential neighborhood plan that recognizes the value and visual significance that preserving open space and natural features has upon reinforcing the character of the region. Amended development standards, as permitted with a Planned Residential Development (“PRD”) district designation will allow for the tactful design of an enclave of executive housing with large areas of natural landscape located in common areas tracts around the perimeter of the Property that will seamlessly blend with the character of the surrounding neighborhoods and streetscape character along Happy Valley and Alma School Road. The proposed density of this neighborhood plan (0.73 du/ac) is less than the PRD maximum base density criteria (0.85 du/ac) allowed.

The proposed plan does not request an increase to the PRD base density, however it does satisfy several of the criteria that would allow for an increase. As further described below, the proposed neighborhood plan 1) preserves natural features within the Property, 2) provides quality common open space including accessible areas for non-residents to traverse through as segment in the City’s greater regional system, and 3) is based on innovative site plan that features a street pattern that discourages through traffic, ensures the privacy of the residents, and is in harmony with the topography.

The PRD designation and amended development standards will allow for almost forty (40) percent of the Property to be set aside for open space excluding land provided for perimeter rights-of-way. Perimeter open space and infrastructure will account for approximately thirty (30) percent of the Property. This will include perimeter roadway landscape buffers along Happy Valley Road and Alma School Road (6%), common area tracts and open space/landscaped buffers (along the east, west and south boundary (18%), and additional right-of way (6%) (to accommodate the proposed widening and traffic circle on Happy Valley, right-of-way along Alma

School Road and the entry and half-street right-of way along the southern boundary). Within the proposed neighborhood approximately thirteen (13) percent of the Property will be in common area tracts with desert landscape. Over half of this is the central open space core while the remaining is located in visible areas along internal roadway system to provide areas for desert planting that is characteristic in this area of the city. See *Figure 3 - Constraints*. Common area tracts around the perimeter and through the middle of the proposed neighborhood will include NAOS designations.

In addition to providing an open space buffer, the common area tracts around the perimeter of the Property will create a natural separation between existing and future homes. Along the south boundary the twenty (20) foot half-street right-of way, thirty-five (35) foot wide common area tract and thirty-five (35) foot rear yard will set a home back ninety (90) feet from the existing property line. The common area tract along the west boundary varies. Adjacent to Lot 18 the tract will be fifty (50) feet wide. The side yard on this lot will be fifteen (15) feet resulting in a home being setback at least sixty-five (65) feet from the existing property line. Homes along the south and west boundary will be setback a distance equal to or greater than the minimum rear yard of the adjacent zoning district (sixty (60) feet). Lot 11 is an exception. The existing home on this lot will remain. A forty-eight (48) foot wide common area tract will be located along the west boundary of the lot. The amended development standards propose a ten (10) foot side yard along the west boundary of the Lot. The home will be setback fifty-eight (58) feet from the existing property line, therefore, the conditions are unchanged from that existing today.

The development pattern surrounding the Property is both grid-like and organic in character. The layout of the proposed development will be similar while relating to the site constraints and existing conditions. The internal street system is not a dominant feature and is designed for efficient and safe flow of vehicles without creating a disruptive influence to the common area open space. The gated enclave of short street segments and cul-de-sacs will naturally slow resident and guest traffic.

The proposed roadway is narrow and wraps around a central open space to preserve a rural character where the landscape is dominant. Guest parking will be provided on each homesite. Several lots will have a flag with a driveway that will be extended to the neighborhood street. Adjacent to the flag will be landscape located within a common area tract to preserve and reinforce the natural character found within this area of the city.

To develop the property in this manner the Developer is requesting a reduction in lot size and setbacks that can be granted as permitted in City's PRD ordinance. The Amended Development Standards will permit a reduced minimum lot area that will allow for open space to be protected in common area tracts, as described above, rather than on individual lots. Individual lot setbacks will meet or exceed R1-43 standards with a twenty-five (25) percent reduction as permitted by the ESL district designation. All new homes will be setback a minimum sixty (60) feet from the west and south boundary of the Property; a distance equivalent to the rear setback of the adjacent R1-190 district. Single story homes will be designed to meet ESL standards by limiting the height of the home to no more than twenty-four (24) feet, as shown in the Amended Development Standards, contributing to a rural character neighborhood nestled within the landscape. A comparison of the R1-43, ESL with twenty-five (25) percent reduction and PRD amended standards are shown on the next page.

Development Standards Comparison

	R1-43	ESL Amended <i>(includes 25% reduction)</i>	PRD <i>(proposed)</i>
Min. Lot Area	43,000 sf	32,250 sf	26,250 sf
Min. Lot Width	150'	112.5'	120'
Max. Building Height	30'	24'	24'
Front Setback	40'	30'	30'
Garage Setback <i>(facing street)</i>	40'	20' from back of curb	30'
Side Setback	20'	15' ¹	15'
Rear Setback	35'	26.25' ¹	35'
Perimeter Subdivision Building Setback <i>(R1-190 along south and west boundary)</i>	NA	NA	60' (SOUTH & WEST) 35' (NORTH) 20' (EAST)

¹ ESL amended standards allow for a 5' side or rear setback when adjacent to a designated open space tract

See also Amended Development Standards and the supporting civil and landscape drawings included with this application.



Figure 3 - Constraints

NATURAL AREA OPEN SPACE (NAOS)

The Property is located within the Upper Desert Landform category of the ESL overlay district. Approximately thirty-eight (38) percent (10.1 acres) of the net site area (26.8 acres) will be dedicated as Natural Area Open Space (NAOS). Approximately sixty-five (65) percent of the NAOS will remain undisturbed while to approximately thirty-five (35) percent may be revegetated. The Happy Valley Road widening project requires temporary construction and drainage easements that will encroach within what would have been undisturbed NAOS. The easements are assumed with these calculations and are counted toward revegetated NAOS.

NAOS will be located around the perimeter of the proposed neighborhood within common area tracts. This will include a fifty (50) foot roadway buffer along Happy Valley Road and a similar landscape buffer along Alma School Road. The NAOS expands to approximately 220 feet near the intersection of Happy Valley Road and Alma School Road and will preserve the native landscape character in a highly visible area of the Property as viewed from the roadway. A common area tract along the south boundary will provide a buffer between the future potential roadway and homesites. There are four (4) areas that have been disturbed prior to 1990 that will be revegetated. These are located within the Buffered Roadway along Happy Valley Road, south of the entry drive into the proposed neighborhood, and at the south boundary south of Lot 6.

Along the west boundary a common area tract will vary in width. The narrowest area will be approximately forty-eight (48) feet adjacent to Lot 11. The existing home on this lot will remain. The tract/property line is located so that the proposed NAOS west of the lot is within a common area tract rather than on-lot. The NAOS widens to approximately seventy-five (75) feet adjacent to Lot 17. The existing home on this lot will be demolished.

An open space corridor bisects the proposed neighborhood. This open space corridor includes a natural wash corridor and a large area of undisturbed NAOS.

This central open space corridor will be visible to residents and guests upon entering the neighborhood as well as to those residences that surround it. The natural vegetation density and diversity within the wash will be preserved and maintained by the HOA as the land will be located within a common area tract. Retaining walls will be proposed with the development of each lot to reduce the impact of grading by limiting the areas of disturbance to preserve the natural vegetation where practical. See *Figure 4 – Natural Area Open Space*.

IMPROVEMENTS, OWNERSHIP AND MAINTENANCE

The proposed neighborhood will have a homeowners association (“HOA”) that will provide for the maintenance of the neighborhood streets, gated entry features, retention basins, common area walls and common area landscape/open space tracts. The HOA will also be responsible for the protection and maintenance of the designated NAOS.

NATIVE PLANT MATERIAL

Throughout the Property, in areas that will not remain in their undisturbed natural state, the landscape vegetation will be surveyed, tagged, and if possible boxed and salvaged for use on the Property. This mature plant material will be used to re-vegetate areas that have been graded or disturbed to enhance the natural landscape at entrances and where additional privacy is desired and can be created by additional planting density. Through protecting natural landscape areas, the tactful design of the enclave, responsive site grading and the salvage and reuse of mature plant material, the proposed development recognizes the value and visual significance that landscaping has upon the character of the community, reinforcing the character of the city.



Figure 4 – Natural Area Open Space

Areas and calculations are based on this proposed site plan and may be refined based on final improvement plans.

SITE CONTEXT

The Property, approximately twenty-nine (29) acres, is located west of Alma School Road and south of Happy Valley Road. See *Figure 5 – Site Context*. The proposed site plan preserves the rural neighborhood character that surrounds it securing a landscape buffered along both Happy Valley Road and Alma School Road. The rural desert character is further enhanced in a manner that is responsive to the site conditions by clustering single-family homesites on either side of a central desert open area that includes a wash corridor and Sonoran Desert character landscape.

A significant wash corridor conveying drainage from neighborhoods to the east touches the southeast corner of the Property. Additional right-of-way will be dedicated to accommodate access to the properties to the south that avoids the wash and related infrastructure. Drainage entering the Property along Happy Valley Road will be directed through the central wash corridor/open space corridor and will outlet at the historic location. One (1) wash corridor that bisects the Property carries a flow of 50 cfs or greater, however, much of the historic drainage through the site has been cut-off by development to the north. Other wash corridor flow volumes within the Property have been evaluated and have been determined to carry less than 50 cfs volumes. See *Figure 6 – 50cfs or greater wash corridors*.

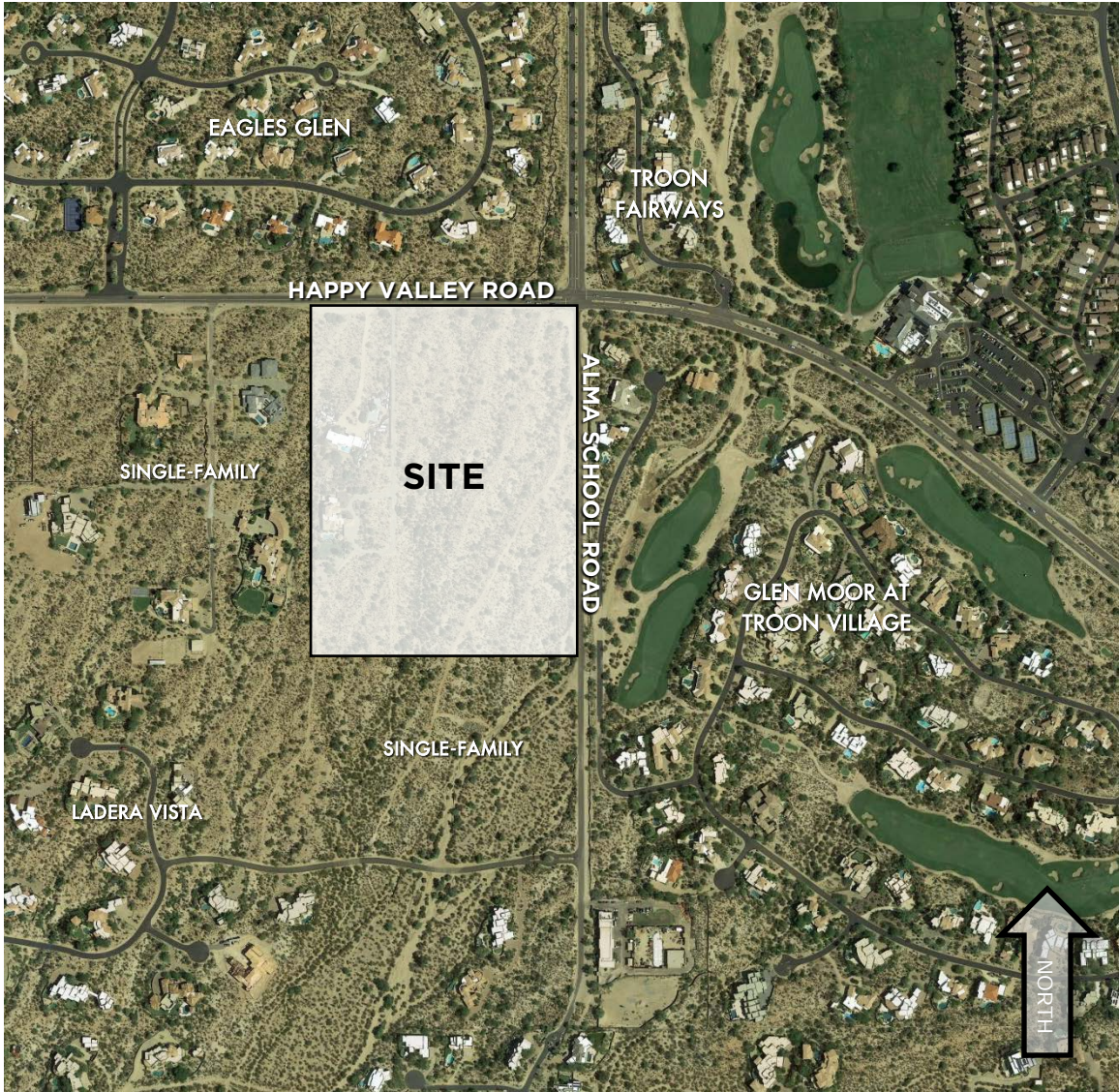
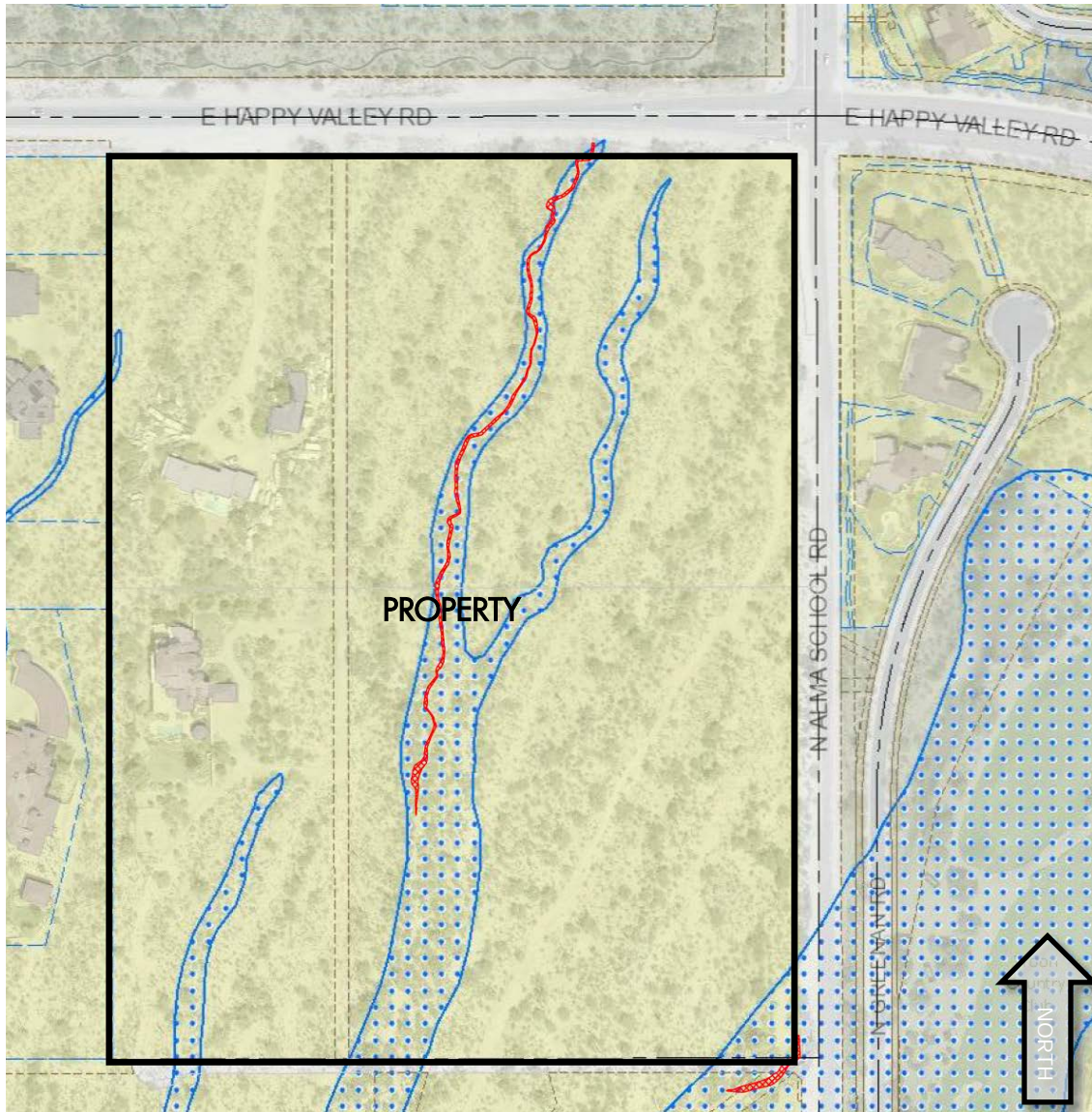


Figure 5 – Site Context



Source: <http://eservices.scottsdaleaz.gov/maps/parcel-information>;
50 cfs or greater wash corridor shown in red - Kimly Horn

Figure 6 – 50cfs or greater wash corridors

AMENDED DEVELOPMENT STANDARDS

Section 5.100. - Single-family Residential (R1-43) of Appendix B – Basic Zoning Ordinance in the City of Scottsdale Code (the “R1-43 Standards”) provides a basis for development within the Property. To encourage sensitivity to site conditions and provided flexibility in site planning, including clustering, PRD allows for amended development standards. The following development standards amend the R1-43 Standards and apply to the Property.

Sec. 5.104. - Property development standards.

The following property development standards shall apply to all land and buildings in the R1-43 District:

A. Lot area.

1. Each lot shall have a minimum lot area of not less than ~~forty-three thousand (43,000)~~ **TWENTY-SIX THOUSAND TWO HUNDRED FIFTY (26,250)** square feet.
2. If a parcel of land or a lot of record in separate ownership has less width or area than herein required and has been lawfully established and recorded prior to the date of the passage of this ordinance, such lot may be used for any purpose permitted in this section.

B. Lot dimension.

1. Width. All lots shall have a minimum width of ~~one hundred fifty (150)~~ **ONE HUNDRED TWENTY (120)** feet.

C. Density. There shall not be more than one (1) single-family dwelling unit on any one (1) lot.

D. Building height. No building shall exceed ~~thirty (30)~~ **TWENTY-FOUR (24)** feet in height **MEASURED FROM PRE-DISTURBED NATURAL GRADE**, except as provided in article VII. **NO BUILDING SHALL EXCEED ONE (1) STORY.**

E. Yards.

1. Front Yard.

- a. There shall be a front yard having a depth of not less than ~~forty (40)~~ **THIRTY (30)** feet **TO FACE OF BUILDING AND FACE OF GARAGE.**

- b. Where lots have a double frontage on two (2) streets, the required front yard of ~~forty (40)~~ **THIRTY (30)** feet shall be provided on both streets.
- c. On a corner lot, the required front yard of ~~forty (40)~~ **THIRTY (30)** feet shall be provided on each street. No accessory buildings shall be constructed in a front yard. Exception: On a corner lot which does not abut a key lot or an alley adjacent to a key lot, accessory buildings may be constructed in the yard facing the side street.

2. Side Yard. There shall be side yards of not less than ~~twenty (20)~~ **FIFTEEN (15)** feet on each side of a building, **EXCEPT LOT 11 SHALL HAVE A SIDE YARD OF NOT LESS THAN TEN (10) FEET ALONG THE WEST BOUNDARY OF THE LOT.**

3. Rear Yard. There shall be a rear yard having a depth of not less than thirty-five (35) feet.

4 Other requirements and exceptions as specified in article VII.

F. Distance between buildings.

1. There shall not be less than ten (10) feet between an accessory building and the main building.

2. The minimum distance between main buildings on adjacent lots shall be not less than ~~forty (40)~~ **THIRTY (30)** feet.

3. A MINIMIM PERIMETER SUBDIVISION BUILDING SETBACK SHALL NOT BE LESS THAN SIXTY (60) FEET ALONG THE SOUTH AND WEST BOUNDARY (ADJACENT TO A R1-190 ZONING DISTRICT), THIRTY-FIVE (35) FEET ALONG THE NORTH BOUNDARY, AND TWENTY (20) FEET ALONG THE EAST BOUNDARY.

G. Walls, fences and landscaping. Walls, fences and hedges up to eight (8) feet in height are allowed on the property line or within the required side or rear yard. Walls, fences and hedges up to three (3) feet in height are allowed on the front

property line or within the required front yard, except as provided in Article VII. The height of the wall or fence is measured from within the enclosure. Exception: Where a corner lot does not abut a key lot or an alley adjacent to a key lot, the height of walls, fences and hedges in the yard facing the longer street frontage need only conform to the side yard requirements.

- H. Access. All lots shall have vehicular access on a dedicated street, unless a secondary means of permanent vehicular access has been approved on a subdivision plat.
- I. ~~Corral. Corral not to exceed six (6) feet in height shall be permitted on the property line or within the required front, side or rear yard.~~

Addressing Request Application



ADDRESS CHANGES OR REVISIONS TO EXISTING ADDRESS

***Required Fields**

*Project Name _____ Date: _____

Current Address & Suites if applicable: _____

Zoning: _____ Associated Case Number: _____

A.P.N.: _____ Quarter Section: _____

***Check all that apply:**

New Verification Suite Assignment Occupied

Change Correction Lot Tie Lot Spli

Single Family Commercial

Change to: _____

Is there an active Permit or Application? Yes No

Permit # _____ Plan Check # _____

***Submittal Requirements:**

Please submit 1 copy of materials below.

Copy of building suite layout

Copy of site plan

*Signature

Date

Check One: Applicant Owner Architect Contractor

Note: A Certificate of Occupancy cannot be issued until address issues are resolved.

***Applicant / Contact Information: (Please Print)**

Name: _____

Title: _____

Phone: _____

Email: _____

***Property Owner:** _____

Company: _____

Phone: _____ Fax: _____

Address: _____

E-mail: _____

If the submit button does not work, please try Internet Explorer or email the completed form with site plan to: RecordsAddressing@Scottsdaleaz.gov

Records / GIS Official Use Only



Notification Dates: GIS _____ Mail Out _____

New Address Assigned: _____

Suite Numbers/Bldg Letters: _____

Notes: _____

Planning and Development Services

2-PP-2020

3/5/2020

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

Development Application



Development Application Type:

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

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other:
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input checked="" 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: Happy Valley 18
 Property's Address: SWC Happy Valley Rd + Alme School Rd.
 Property's Current Zoning District Designation:

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

Owner: <u>Harbour Lights Holding Co. / DAS Family Trust</u>	Agent/Applicant: <u>Tom Kirk</u>
Address: <u>9010 Strada Still Ct. Ste. 205, Naples, FL 34105</u>	Company: <u>Camelot Homes</u>
Address: <u>10 Town PLZ 210 Durango, CO 81301</u>	Address: <u>6607 N. Scottsdale Rd. Scottsdale, AZ 85250</u>
Phone: _____ Fax: _____	Phone: <u>480-367-4316</u> Fax: _____
E-mail: <u>TomK@camelothomes.com</u>	E-mail: <u>TomK@camelothomes.com</u>
Designer: _____	Engineer: <u>Curtis Brown</u>
Company: _____	Company: <u>Kimley-Horn</u>
Address: _____	Address: <u>7740 N. 16th St. #300 Phoenix, AZ 85020</u>
Phone: _____ Fax: _____	Phone: <u>602-550-7457</u> Fax: _____
E-mail: _____	E-mail: <u>curtis.brown@kimley-horn.com</u>

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

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

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

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

Owner Signature _____ Agent/Applicant Signature 

Official Use Only Submittal Date: _____ Development Application No.: _____

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 Statues 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 for Site Visits and/or Inspections Construction Document Application



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

Project Name: _____

Project Address: _____

STATEMENT OF AUTHORITY:

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

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

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

Property owner /Property owner's agent: _____

Print Name

Signature

City Use Only:

Submittal Date: _____ Plan review number: _____

Planning and Development Services

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

2-PP-2020

3/5/2020

Preliminary Plat (PP)

Development Application Checklist

Subdivision, and Master Planned Property



Minimal Submittal Requirements:

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

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

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

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

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

Digital Submittal:

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

Key Code: _____

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

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$_____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology. • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided) Digital – ① copy (CD/DVD, PDF Format)

Cam

Cam

Cam

Cam

Planning and Development Services

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

2-PP-2020
3/5/2020

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form) Digital – ① copy (CD/DVD, PDF Format)	Cam
<input type="checkbox"/>	<input type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner (form provided) Digital – ① copy (CD/DVD, PDF Format)	Cam
<input type="checkbox"/>	<input type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided) Digital – ① copy (CD/DVD, PDF Format)	Cam
<input type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – ① copy • Include complete Schedule A and Schedule B. • Digital – ① copy (CD/DVD, PDF Format) 	Cam
<input type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – ② copies • Digital – ① copy (CD/DVD, PDF Format) 	Cam
<input type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> • 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) • Digital – ① copy (CD/DVD, PDF Format) 	Cam
<input type="checkbox"/>	<input type="checkbox"/>	11. Preliminary Plat Notification Affidavit (form provided) Digital – ① copy (CD/DVD, PDF Format)	Cam
<input type="checkbox"/>	<input type="checkbox"/>	12. Request for Site Visits and/or Inspections Form (handout provided) Digital – ① copy (CD/DVD, PDF Format)	Cam
<input type="checkbox"/>	<input type="checkbox"/>	13. Addressing Requirements (handout provided)	
<input type="checkbox"/>	<input type="checkbox"/>	14. Design Guidelines <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Design Standards & Policies Manual <input type="checkbox"/> MAG Supplements </div> <div style="width: 45%;"> <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Greater Phx Metro Green Infrastructure Handbook </div> </div> <p>The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design</p>	
<input type="checkbox"/>	<input type="checkbox"/>	15. Public Participation Process Requirements (see Attachment A)	
<input type="checkbox"/>	<input type="checkbox"/>	16. Request for Neighborhood Group Contact information (form provided)	
<input type="checkbox"/>	<input type="checkbox"/>	17. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (example provided) <ul style="list-style-type: none"> • 8-1/2" x 11" - ① copy of the set of prints • <u>See the attached Photo Exhibit of Existing Conditions</u> graphic showing required photograph locations and numbers. • 8-1/2" x 11" - ①① copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request. • Digital – ① copy (CD/DVD, PDF Format) 	

Planning and Development Services

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

2-PP-2020
3/5/2020

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	18. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archaeological Research - ① copy Digital – ① copy (CD/DVD, PDF Format)	Cam
<input type="checkbox"/>	<input type="checkbox"/>	19. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided. Short form) Digital – ① copy (CD/DVD, PDF Format)	
<input type="checkbox"/>	<input type="checkbox"/>	20. ESL Overlay Wash Modifications Development Application (application provided) The ESL Overlay Wash Modifications Development Application is to be submitted concurrently with this Preliminary Plat Application. Digital – ① copy (CD/DVD, PDF Format)	

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.	
<input type="checkbox"/>	<input type="checkbox"/>	21. Plan & Report Requirements For Preliminary Plat Applications Checklist (form provided) and the Preliminary Plat Checklist Submittal Requirements (form provided)	
<input type="checkbox"/>	<input type="checkbox"/>	22. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – ⑪ copies • Digital – ① copy (CD/DVD, PDF Format) <ol style="list-style-type: none"> 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide and explanation and justification for any proposed amended development standard(s) 3. 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. 	Jon
<input type="checkbox"/>	<input type="checkbox"/>	23. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> • 8 ½" x 11" – ② copies (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) 	Jon
<input type="checkbox"/>	<input type="checkbox"/>	24. Proposed Covenants, Conditions, and Restrictions (CC&R'S) <ul style="list-style-type: none"> • 8-1/2" x 11" – ③ copies • Digital – ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	25. Proposed Development Agreement (shared facilities, etc.) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> • 8-1/2" x 11" – ② copies • Digital – ① copy (CD/DVD, PDF Format) 	

Planning and Development Services

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

2-PP-2020
3/5/2020

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>26. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> • 24" x 36" – ④ color copies, <u>folded</u> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) <p>Aerial shall not be more than 1 year old and shall include 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> <ul style="list-style-type: none"> <input type="checkbox"/> 750-foot radius from site <input type="checkbox"/> ¼-mile radius from site <input type="checkbox"/> Other: _____ 	Jon
<input type="checkbox"/>	<input type="checkbox"/>	<p>27. Preliminary Plat</p> <ul style="list-style-type: none"> • 24" x 36" – ⑪ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format) 	KH
<input type="checkbox"/>	<input type="checkbox"/>	<p>28. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ⑫ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format) 	KH
<input type="checkbox"/>	<input type="checkbox"/>	<p>29. Open Space Plan (Site Plan Worksheet) (Example Provided)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	<p>30. Site Cross Sections</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> • Digital – ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>31. Construction Envelope Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) 	KH

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>32. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) 	KH
<input type="checkbox"/>	<input type="checkbox"/>	<p>33. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • Digital – ① copy (CD/DVD, PDF Format) 	KH
<input type="checkbox"/>	<input type="checkbox"/>	<p>34. Phasing Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ④ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>35. Landscape Plan</p> <ul style="list-style-type: none"> • 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 accepted.) • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	<p>36. Hardscape Plan</p> <ul style="list-style-type: none"> • 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 accepted.) • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>37. Parking Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>38. Parking Master Plan</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"> • 8-1/2" x 11" - ② copies • Digital – ① copy (CD/DVD, PDF Format) 	

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	39. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> • 24" x 36" – ④ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	40. Bikeways & Trails Plan <ul style="list-style-type: none"> • 24" x 36" – ③ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	41. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	42. Community Features (mail kiosk, private street signs, etc.) Elevations and Details <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	43. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	44. Exterior Lighting Photometric Analysis <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	45. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	Jim

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>46. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>47. Drainage Report</p> <p>See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets • Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input type="checkbox"/>	<input type="checkbox"/>	<p>48. Master Drainage Plan</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets • Digital - ① copy (see handout submittal instructions)
<input type="checkbox"/>	<input type="checkbox"/>	<p>49. Final Basis of Design Report for Water</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets. <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>50. Final Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets. <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>51. Water Sampling Station</p> <p>Show location of sample stations on the preliminary plat.</p>

KH

KH

KH

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>52. Approval For Fountains Or Water Features from the Water Conservation Office</p> <p>Please contact Water Resources at 480-312-5670</p> <p>① copy of the approval from the Water Conservation Office</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>53. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <p><input type="checkbox"/> Category 1 Study</p> <p><input type="checkbox"/> Category 2 Study</p> <p><input type="checkbox"/> Category 3 Study</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets • Digital - ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>54. Native Plant Submittal: (information provided)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>. <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <ul style="list-style-type: none"> • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements. • Digital - ① copy (CD/DVD, PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	<p>55. Revegetation Site Plan, including Methodology and Techniques</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	Jim
<input type="checkbox"/>	<input type="checkbox"/>	<p>56. Landform Types Maps</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • Digital - ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>57. Cuts and Fills Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	KH
<input type="checkbox"/>	<input type="checkbox"/>	<p>58. Cuts and Fills Site Cross Sections</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	
<input type="checkbox"/>	<input type="checkbox"/>	<p>59. Composite Factors Map</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format) 	

Preliminary Plat Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	60. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	61. Geotechnical Report <ul style="list-style-type: none"> • Email (see handout instructions) • 8 ½" x 11" – ① copy of the Geotechnical Report including full size plans/maps in pockets. • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	62. Bedrock & Soils Map <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	63. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	64. Other: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <ul style="list-style-type: none"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ① copy (see handout instructions)

PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	65. Paint Color Drawdowns <ul style="list-style-type: none"> • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers. • Digital - ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	66. Other: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

Cam

Preliminary Plat Application Checklist



72. If you have any questions regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): _____ Phone Number: 480-312-_____

Coordinator email: _____@scottsdaleaz.gov Date: _____

Coordinator Signature: _____

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a: New Project Number, or
 A New Phase to an old Project Number: _____

Required Notice

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

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

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

Development Applications Process

Enhanced Application Review

Development Review (DR and PP)

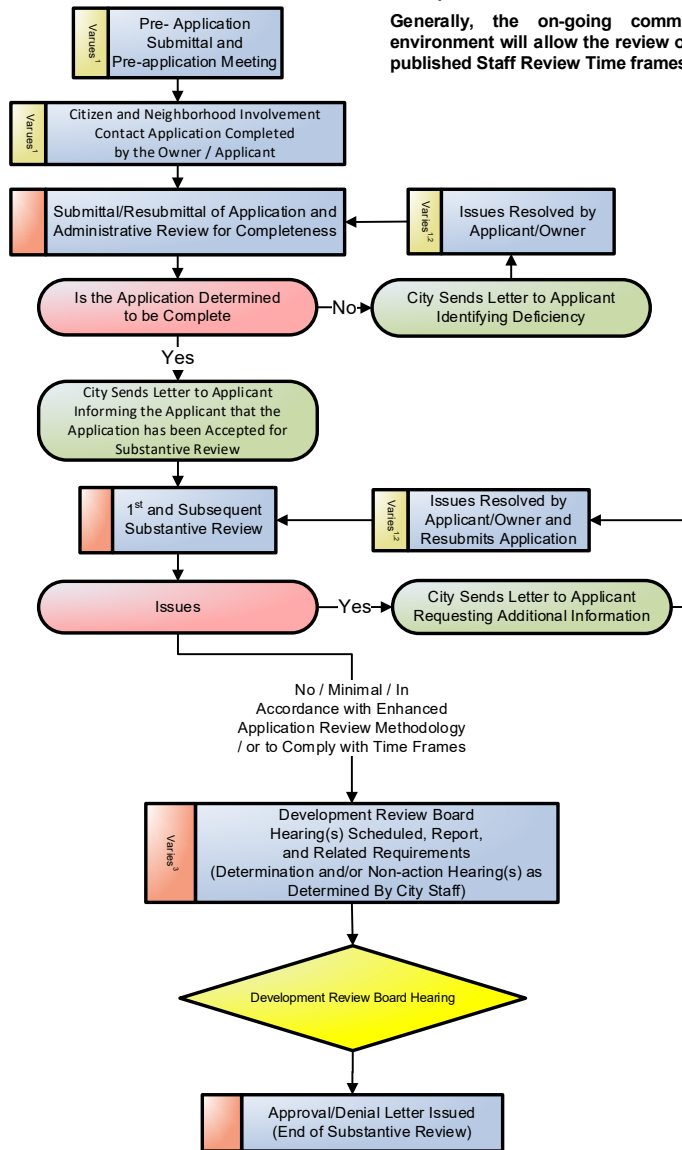


Enhanced Application Review Methodology

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

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

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



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

Time Line

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

Planning and Development Services

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

2-PP-2020

3/5/2020

Development Applications Process

Standard Application Review

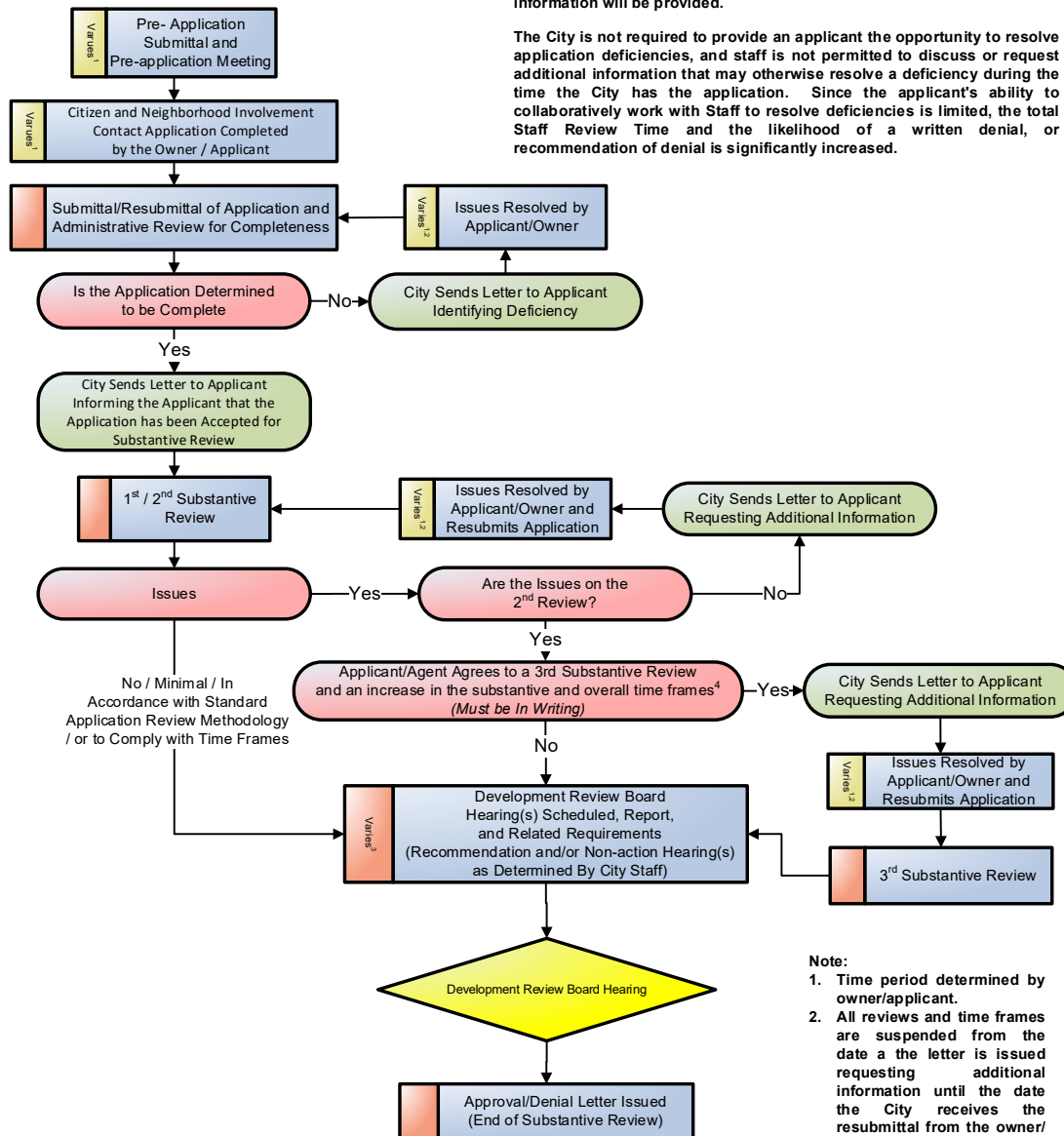
Development Review (DR and PP)



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

Planning and Development Services

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

2-PP-2020

3/5/2020

Public Participation - DR, PP



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

Step 1: Complete Neighborhood Involvement Outreach

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

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

- OR -

Complete Neighborhood Notification Outreach

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

2-PP-2020
3/5/2020

Public Participation - DR, PP



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
- 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

2-PP-2020
3/5/2020

Minor Subdivision (MD) 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 Preliminary Plat 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; 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 10 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.

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. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$_____ (subject to change every July)
<input type="checkbox"/>	<input type="checkbox"/>	3. Checklist for Minimal Information to be Accepted for Review – Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology. 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.

Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	5. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner (form provided))
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – ①copy • Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – ②copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Preliminary Plat Notification Affidavit (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Request for Site Visits and/or Inspections Form (form provided)
		14. Addressing Requirements and Addressing Request Application (forms provided)
		15. Design Guidelines <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input checked="" type="checkbox"/> MAG Supplements (see Zoning Ordinance) <ul style="list-style-type: none"> • The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Public Participation Step 1: Complete Neighborhood Notification <ul style="list-style-type: none"> • Notify surrounding property owners & HOAs of the project request and description • Document notification on Community Input Certification form (provided) • Provide one copy of the Neighborhood Notification Report Step 2: City will post public hearing sign and provide other public notification including: <ul style="list-style-type: none"> • Mailing out postcards to property owners within 750 feet • Posting case information on the City website • Posting on social media • Sending to email subscribers
		17. Request for Neighborhood Group Contact information (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	18. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (example provided) <ul style="list-style-type: none"> • 8-1/2" x 11" - ①copy of the set of prints • <u>See the attached Photo Exhibit of Existing Conditions</u> graphic showing required photograph locations and numbers. • 8-1/2" x 11" - ⑪copies of the set of prints (Delayed submittal). 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.

Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	19. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archaeological Research - ① copy
<input type="checkbox"/>	<input type="checkbox"/>	20. Historic Property <ul style="list-style-type: none"> <input type="checkbox"/> Historic Property Certificate of No Effect Application (form provided) <input type="checkbox"/> Historic Property Certificate of Appropriateness Application (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	21. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided. Short form)
<input type="checkbox"/>	<input type="checkbox"/>	22. ESL Overlay Wash Modifications Development Application (application provided) The ESL Overlay Wash Modifications Development Application is to be submitted concurrently with this Preliminary Plat Application.
PART II -- REQUIRED PLANS & RELATED DATA		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	23. Plan & Report Requirements For Preliminary Plat Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – ⑪copies 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide and explanation and justification for any proposed amended development standard(s) 3. 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.
<input type="checkbox"/>	<input type="checkbox"/>	25. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> • 8 ½" x 11" – ②copies (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" – ②color copies, <u>folded</u> • 11" x 17" – ①color copy, <u>folded</u> • 8 ½" x 11" – ①color copy (quality suitable for reproduction) 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: _____ 750 foot radius from site _____ 1/4 mile radius from site _____ Other: _____

Minor Subdivision Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>27. Preliminary Plat</p> <ul style="list-style-type: none"> • 24" x 36" – ① copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>28. Construction Envelope Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>29. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>30. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (Text and drawing shall be black and white, and in the DWF format) <p>(A site plan for non-residential subdivision shall include information to demonstrate that each lot complies with its Property Development Standard of its associated zoning district.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>31. Open Space Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • Digital - ① copy (Text and drawing shall be black and white, and in the DWF format) <p>(An Open Space Plan for non-residential subdivision shall include information to demonstrate that each lot complies with its open space Property Development Standard of its associated zoning district.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>32. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	<p>33. Landscape Plan</p> <ul style="list-style-type: none"> • 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.) • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>34. Wall Elevations and Details and/or Entry Feature Elevations and Details</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)

Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>35. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p> <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ①copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>36. Exterior Lighting Photometric Analysis</p> <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>37. Manufacturer Cut Sheets of All Proposed Lighting</p> <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ①copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>38. Drainage Report (information provided) See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ②copies of the Drainage Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	<p>39. Basis of Design Report for Water and Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. 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"> • Email – See hand-out instructions • CD/DVD • 8-1/2" x 11" - ③copies – the report shall be bound, all full size plans/maps provided in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	<p>40. Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. 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"> • Email – See hand-out instructions • CD/DVD • 8-1/2" x 11" - ③copies – the report shall be bound, all full size plans/maps provided in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	<p>41. Expansion of Participation for Water and Wastewater (form provided)</p>

Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	42. Native Plant Submittal: (information provided) <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u>. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	43. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	44. Landform Types Maps <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	45. Cuts and Fills Site Plan <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	46. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	47. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	48. Bedrock & Soils Map <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	49. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> • 24" x 36" – ①copy, <u>folded</u> • 11" x 17" – ①copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	50. Other: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <ul style="list-style-type: none"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ①copy (Text and drawing shall be black and white, and in the DWF format)
PART III – SAMPLES & MODELS		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	51. Paint Color Drawdowns <ul style="list-style-type: none"> • ①set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.

Minor Subdivision Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	52. Other _____ _____ _____
--------------------------	--------------------------	--------------------------------------

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"/>	53. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767 . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.
-------------------------------------	--------------------------	--

<input checked="" type="checkbox"/>	<input type="checkbox"/>	54. Submit all items indicated on this checklist pursuant to the submittal requirements.
-------------------------------------	--------------------------	--

<input checked="" type="checkbox"/>	<input type="checkbox"/>	55. 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"/>	56. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
-------------------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	57. Other _____ _____
--------------------------	--------------------------	-----------------------------

<input checked="" type="checkbox"/>		58. If you have any question regarding this application checklist, please contact your Project Coordinator. <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"> Coordinator Name (print): _____ </td> <td style="width: 40%;"> Phone Number: <u>480-312-</u>_____ </td> </tr> <tr> <td> Coordinator email: <u>@scottsdaleaz.gov</u> </td> <td> Date: _____ </td> </tr> <tr> <td colspan="2"> Coordinator Signature: _____ </td> </tr> </table>	Coordinator Name (print): _____	Phone Number: <u>480-312-</u> _____	Coordinator email: <u>@scottsdaleaz.gov</u>	Date: _____	Coordinator Signature: _____	
Coordinator Name (print): _____	Phone Number: <u>480-312-</u> _____							
Coordinator email: <u>@scottsdaleaz.gov</u>	Date: _____							
Coordinator Signature: _____								

Minor Subdivision Application Checklist

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a:

New Project Number, or

A New Phase to an old Project Number:

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. 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

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

Development Application Process

Standard Application Review

Staff Review Applications: SA, WM, & MD



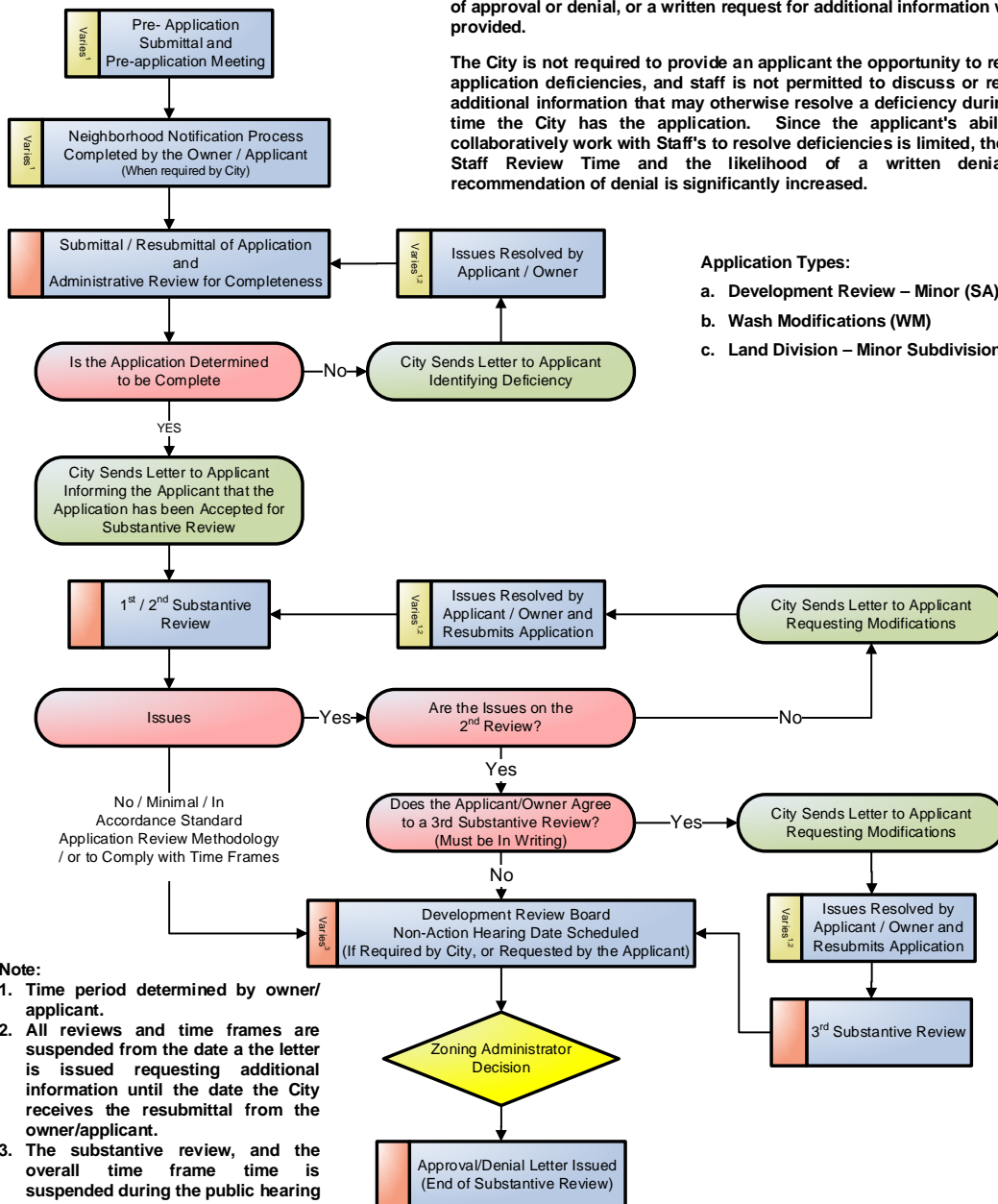
Standard Application Review Methodology:

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.

Application Types:

- a. Development Review – Minor (SA)
- b. Wash Modifications (WM)
- c. Land Division – Minor Subdivision (MD)



- 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 25 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days. Two Reviews in This Time Frame ^{2, 3, 4}	Approval/Denial Letter Issued
---	--	----------------------------------

2-PP-2020

Development Application Process Enhanced Application Review Staff Review Applications: SA, WM, & MD



Enhanced Application Review Methodology

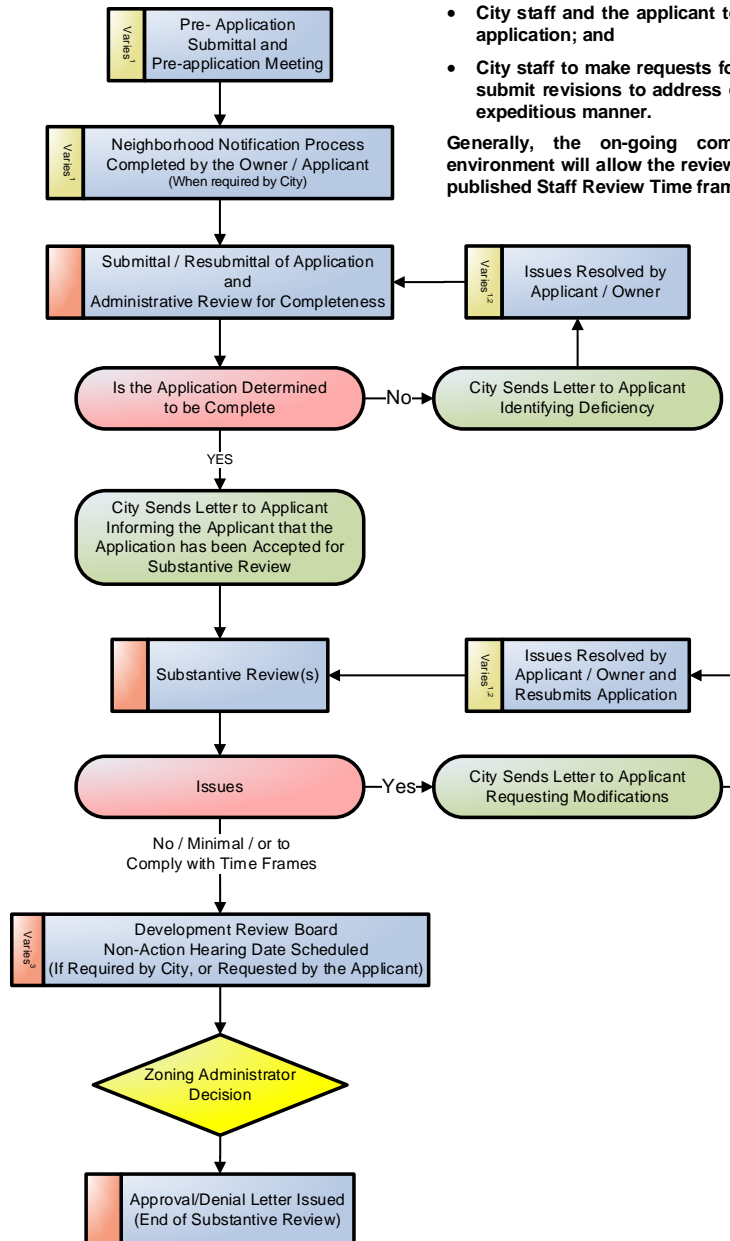
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish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

Application Types:

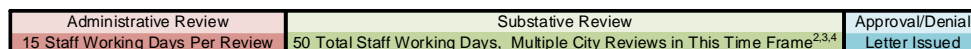
- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Division – Minor Subdivision (MD)



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. Owner/applicant may agree to extend the time frame by 25 percent

Time Line



2-PP-2020

Condominium Plat, Lot Tie, Map of Dedication Plan Review Application Checklist



A PRE-SUBMITTAL MEETING IS REQUIRED FOR THE SUBMITTAL OF THE MAP FOR PLAN REVIEW. THE APPLICANT SHALL CONTACT THE RECEPTIONIST TO SCHEDULE THE PRE-SUBMITTAL MEETING WITH THE ENGINEER AT 480-312-2500.

Official Use: _____	OK to Submit: <input type="checkbox"/>	Staff signature _____
Staff Contact: _____	Reviewers:	<i>(The City's project coordinator's signature is required in order to submit this application.)</i>
Phone: _____	<input type="checkbox"/> GIS	
Email: _____	<input type="checkbox"/> Maps	
Previous Case Number: _____	<input type="checkbox"/> Survey	
	<input type="checkbox"/> Planning	
	<input type="checkbox"/> Civil	
	<input type="checkbox"/> Stormwater	

Project Name: _____

Property's Address: _____ A.P.N.: _____

Property's Zoning District Designation: _____

Application Request: _____

Owner: _____	Applicant: _____
--------------	------------------

Company: _____	Company: _____
----------------	----------------

Address: _____	Address: _____
----------------	----------------

Phone: _____ Fax: _____	Phone: _____ Fax: _____
-------------------------	-------------------------

E-mail: _____	E-mail: _____
---------------	---------------

Submittal Requirements:

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed Application (this form) and Application Fee - \$ _____ (fee subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Narrative – Describing nature of request
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. ALTA Survey – No older than 30 days. Minimum Requirements – At the following website, under the Most Requested heading, please select: Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys: http://www.alta.org/forms/index.cfm
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Commitment for Title Insurance – No older than 30 days, and shall include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Policy for Appeal of Required Dedications or Exactions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. 3 copies of the Condominium plat map, Lot Tie Land Division Map, or Map of Dedication – (24' X 36")
<input type="checkbox"/>	<input type="checkbox"/>	7. CD of Final Plat
<input type="checkbox"/>	<input type="checkbox"/>	8. Affidavit of Authority to Act for Property Owner, Letter of Authorization, and signature below
<input type="checkbox"/>	<input type="checkbox"/>	9. Covenants, Conditions, & Restrictions (CC&R's) [For Condominium Plats Only]
<input type="checkbox"/>	<input type="checkbox"/>	10. Certificate of Termination of Condominium Declaration
<input type="checkbox"/>	<input type="checkbox"/>	11. Other _____

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

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
--------------------------	------------------------------------

2-PP-2020

Condominium Plat, Lot Tie, Map of Dedication Plan Review Application Checklist



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.

Required Notice

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

<http://www.scottsdaleaz.gov/>

Planning and Development Services

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

2-PP-2020

Planning and Development Services

3/5/2020

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

Condominium Plat, Lot Tie, Map of Dedication Plan Review Application Checklist



§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.

2-PP-2020

Planning and Development Services

3/5/2020

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

Removal of City of Scottsdale Covenant

Plan Review Application



Recommend Pre-Submittal Meeting: Prior to submitting any of the applications types below, it is advised that the application's surveyor of record schedules a pre-submittal meeting with the City's Plat Coordinator and Surveyor to discuss the application. (480-312-7767)

Project Name:

Property's Address:

A.P.N.:

Subdivision:

Lot Number(s):

Property's Zoning District Designation:

Quarter Section(s):

Flood Zone(s):

Application Request:

Owner:

Applicant:

Company:

Company:

Address:

Address:

Phone:

Fax:

Phone:

Fax:

E-mail:

E-mail:

Request to remove a City of Scottsdale Covenant submittal requirements

- **Completed Application (this form) and Application Fee** – \$ _____ hourly review fee – *minimum 2 hours* (fee subject to change every July)
- **Narrative** – describing nature of request
- **Commitment for Title Insurance** – No older than 30 days, and shall include complete Schedule A and Schedule B.
- **Copy of recorded Covenant**

Certificate/Affidavit of Correction submittal requirements

- **Completed Application (this form) and Application Fee** – \$ _____ (Certificate of Correction fee subject to change every July)
- **Commitment for Title Insurance** – No older than 30 days, and shall include complete Schedule A and Schedule B.
- **Affidavit of Correction** – Original signed and sealed document that complies with Maricopa County Recorder requirements

Owner Signature

Agent/Applicant Signature

Required Notice

1. Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director or designee. 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/bldgresources/forms>.

Planning and Development Services

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

2-PP-2020

3/5/2020



Application Fee Schedule

Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Pre-Application	\$95	Hardship Exemption	\$170
Records Packet	\$23	In-lieu Parking	\$170
Abandonment of Right of Way		Marshalling/Storage Yard	\$1,000 + \$0.10 per square foot per week
Single Family Lot	\$1,775		
All Other Abandonments, including Subdivisions	\$2,525	If development goes beyond the applied timeframe, another application fee applies	\$2,000 + \$0.10 per square foot per week
Annexation / De-annexation	\$2,190		
Board of Adjustment		Minor Amendment	\$170
Appeal	\$170	Records Changes	
Residential Variance (Single Family Lot)	\$170	Street Name Change	\$280
All Other Variances	\$1,380	Address Change Residential	\$55
Building Advisory Board of Appeals		Address Change Commercial	\$110
Commercial	\$350	Special Exception	\$170
Residential	No charge	Zoning District Map Amendment	
Conditional Use Permit		Residential District	\$1,275 + per acre fee
Major	\$2,700	Commercial District	\$2,400 + per acre fee
Minor	\$690	Industrial District	\$2,400 + per acre fee
Development Agreement Application	\$2,000	Mixed-use District	\$6,200 + per acre fee
Development Review (DRB)		Supplementary District	
Land Division		Parking P-1	\$2,400 + per acre fee
Major Subdivision (Preliminary Plat)	\$2,700 + \$20 per lot	Parking P-2	\$2,400 + per acre fee
Minor Subdivision	\$1,350 + \$20 per lot	Western Theme Park	\$2,400 + per acre fee
New Construction	\$1,700	Open Space	\$1,275 + per acre fee
Revision	\$515	Conservation Open Space	\$1,275 + per acre fee
Time extension	\$340	ESL Amendments to Map	\$410
Development Review (Minor) – Staff Approval		ESL Density Transfer	\$2,400 + per acre fee
Master Plan	\$1,000 per set	ESL Density Incentive	\$1,275 + per acre fee
Major	\$345	All other	Underlying district fees only
(includes new Master Sign Program)		Time extension/revision	\$820
Minor	\$95	Rezoning per acre	
Amendment to Master Sign Program	\$95	0-20	No additional fees
Cuts/Fills	\$515	21-100	\$75
Wash Modification	\$515	101-600	\$60
Time extension	\$95	601+ acres	\$55
General Plan Amendments		Zoning Text Amendment	
Major	\$4,375	Major	\$2,700
Non-major	\$2,190	Minor	\$980

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

2-PP-2020

3/5/2020

Customized Expedited Plan Review Program



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Customized Expedited Plan Review Program: Per the Planning & Development Services fee schedule, the fee is two times the amount for the type of plan submitted.

For phased plan submittals, the base fee is considered to be phased plan review fee.

An additional 20% of the expedited plan review will be charged if a 3rd review is required.

Note: This schedule is not all-inclusive and other fees may apply.



Scottsdale Fire Department Fees & Charges Schedule

19/20

Number	Description	Fee/Charge
1	CPR Class	\$45.00
2	First Aid Class	\$45.00
3	Babysitting Class	\$45.00
4	Combo Class (CPR and First Aid)	\$45.00
5	Operations Incident Reports	\$5.00
6	EMS Encounter Report	\$5.00
7	Fire Scene Investigation Reports (incl. 30 pages) \$.25/page over 30	\$5.00
8	Fire Scene Investigation Photos (CD or Electronic)	\$5.00
9	Special Event Staffing - Range	\$35 - \$100 (Actual)
12	After-hours & Weekends Fire Inspections Hourly Rate (min 2-hrs)	\$125.00
13	Fire Service Safety Permits Basic Rate	\$175.00
14	Tent Fire Safety Permit	
	1 to 9 tents	\$175.00
	10 plus tents	\$525.00
15	Vehicle Display Safety Permit	
	1 to 9 vehicles	\$175.00
	10 plus vehicles	\$525.00
16	Fire Service Safety Permits Rush Rate (Under 10-days)	\$350.00
17	Fire Service Re-Inspection Fee	\$200.00
18	Fire Plan Review not associated with Building Permit	\$110.00
19	Fire Service Activity History Search per location	\$10.00
20	County Island Response Fee-per unit	\$1,347.00
21	Subpoena Request	\$12.00
22	Fire Protection System Compliance Reporting Fee	\$30.00
23	CERT Bags	\$35.00

2-PP-2020
3/5/2020

Permit Fee Schedule

Miscellaneous



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Miscellaneous Permit Fees

Active Permits Records Change	\$90 Residential \$145 Commercial
Administrative Site Review Fee	15.0% of Sq Ft / LF fee
Annual Facilities Permit (renewals expire on 12/31 of calendar year)	Pro-rated by date of purchase:
January - March	\$4,000
April - June	\$3,000
July - September	\$2,000
October - December	\$1,000
Building Permit Extension Request	\$270
Certificate of Occupancy (visual inspection only)	\$145
Change of Occupant Permit	\$145
Demolition Permit	\$90 each discipline (or \$265 for building, plumbing, electrical, and mechanical)
Industrial Racking Permit	\$280
Minimum Permit (one discipline)	\$90
Minimum Combination (all disciplines)	\$265
Native Plant Permit	\$35 + \$1 for each plant affected + \$175 base fee
Native Plant Permit Modification	\$35 + \$1 for each plant affected + \$175 base fee
Native Plant Relocation Methodology	\$40
Off Hours Civil Inspections	\$250 per hour
Off Hours Building Inspections	\$250 per hour
On Site Grading	\$90
Pools & Spas Attached	\$0.55 Sq Ft + \$145 planning insp. fee + \$175 base fee
Pools & Spas-Base Fee	\$175
Pools & Spas-Planning Inspection Fee	\$145
Refuse – Single Enclosure	\$230
Refuse – Double Enclosure	\$300
Reinspection	\$90
Stand Alone Spas	\$110
Stock Pile	\$175 base fee + \$0.10 per cubic yard
Solar Residential	\$150
Commercial	\$300
Solar Water Heaters	\$80
Temporary Power Pole	\$90
Water Heaters (except solar)	\$45

Signs

Base fee	\$175 base fee (base fee applied once per permit application, not per sign)
0-10 Sq. Ft.	\$25 per sign
11-20 Sq. Ft.	\$125 per sign
21-30 Sq. Ft.	\$200 per sign
31 Sq. Ft. and Over	\$275 per sign
Temporary Banner	\$30

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

2-PP-2020

3/5/2020

Permit Fee Schedule

Single-Family Residential



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Single Family Custom

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
Certificate of Occupancy	\$145
GIS Fee	\$285
Lowest floor certificate review	\$265

Single Family Addition

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
GIS Fee	\$285
Lowest floor certificate review	\$265

Single Family Detached Structure

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
Certificate of Occupancy	\$145
GIS Fee	\$285
Lowest floor certificate review	\$265

Single Family Standard Plan

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
15% Admin Site Review Fee	Varies based on square footage
Certificate of Occupancy	\$145
GIS Fee	\$285
Lowest floor certificate review	\$265

Fence Walls

Base Fee	\$175
Linear Footage	\$0.20 LF

Retaining Walls

Base Fee	\$175
Linear Footage	\$2.00 LF

Single Family Remodel

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft x 30%
Covered area non A/C	\$0.40 Sq Ft

Single Family Remodel with Roof Modification

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft x 70%
Covered area non A/C	\$0.40 Sq Ft

Single Family Addition Less than 500 Sq. Ft.

Base Fee	\$175
Covered area non-A/C	\$0.40 Sq Ft
Livable area with A/C	\$0.70 Sq Ft
Lowest Floor Certificate Review	\$265 special flood hazard areas only

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

2-PP-2020

3/5/2020

Right of Way/Improvement Permits

Permission to Work in Right of Way (P.W.R.)

Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

IMPROVEMENT PLANS

The following inspection and permit fees are required for the specified encroachments and must be paid in addition to all other required fees.

<i>Item</i>	<i>Unit</i>	<i>Fee</i>
1. PAVING		
Paving, Asphaltic concrete (base course)	Square yard	\$0.72
Paving, Overlay or top course of multicourse paving	Square yard	\$0.25
Barricading (permanent – wooden)	Each	\$38
Guard Rail	Linear foot	\$0.40
Survey Monuments	Each	\$13.50
2. CONCRETE		
Driveways	Square yard	\$0.55
Paving, Portland cement concrete	Square yard	\$0.55
Decorative sidewalk or paving (Bomanite, Terrazzo, etc)	Square foot	\$0.25
Sidewalk and bicycle path	Square foot	\$0.20
Curb and gutter	Linear foot	\$0.35
Valley gutter	Square foot	\$1.03
Concrete apron including curb and/or wheelchair ramps	Each	\$26.60
Scuppers & building drains	Each	\$21.20
Alley surfacing (non A.C.)	Square yard	\$0.20
Cutoff walls	Linear foot	\$0.50
Slope protection (riprap, gabions, gunnite, cobbles, etc.)	Square yard	\$0.90
3. DRAINAGE		
Irrigation and storm drain pipe	Linear foot	\$2.50
Manholes	Each	\$125
Catch basins, headwalls, irrigation, S.D. and water manholes	Each	\$55
Box Culvert	Linear foot	\$40
4. WATER		
Water main	Linear foot	\$0.71
Water service line	Linear foot	\$0.52
Pipe encasements (in twenty-linear-foot sections)	Each	\$20
Tapping sleeves and valves	Each	\$82
Fire hydrants	Each	\$80
Borings	Linear foot	\$7.08
Vault: meter / PRV	Each	\$118

Right of Way/Improvement Permits

Permission to Work in Right of Way (P.W.R.)

Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

<i>Item</i>	<i>Unit</i>	<i>Fee</i>
5. SEWER		
Sanitary Sewer main	Linear Foot	\$0.90
Sanitary Sewer taps and service line	Linear Foot	\$0.52
Sanitary Sewer manholes	Each	\$82.70
Cleanouts and drop connections	Each	\$50
Sewer line television inspection	Linear Foot	\$0.65
Pipe encasements (in twenty-linear-foot sections)	Each	\$18.76
6. DRY UTILITIES		
Underground cable and conduit; includes trenching and backfill	Linear Foot	\$0.45
Splice and repair pits (backfill and patch)	Each	\$60.25
Adjustments: Manholes, valves, cleanouts, monuments, etc.	Each	\$21.50
7. ROW / PUBLIC EASEMENT FILL AND CUT		
Less than 100 cubic yards	Cubic Yards	No charge
101 – 10,000 cubic yards	1,000 Cubic Yards	\$60
10,001 or more cubic yards	10,000 Cubic Yards	\$265
8. MISCELLANEOUS ROW		
Streetlights	Each	\$13
Traffic Signals	Per Leg	\$400
Street Cut to pavement less than 12 months old	Per Square Yard	\$190
Street Cut to pavement 12 to 24 months old	Per Square Yard	\$120
Street Cut to pavement 25 to 48 months old	Per Square Yard	\$60
Sprinkler system, piping (for landscaping)	Per Linear Foot	\$0.25
Signs (regulatory, warning, street, etc.)	Each	\$9
As-Builts	Per Permit	\$290
Dry wells (Maxwell or similar types)	Each	\$125
9. INSPECTIONS		
Planning	Per Permit	\$145
Off Hours	Per Hour	\$250
Reinspection: If any reinspection is necessary on any inspection with a total permit fee less than \$90, a reinspection fee will be charged.	Per Inspection	\$90

Right of Way/Improvement Permits

Permission to Work in Right of Way (P.W.R.)

Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

<i>Item</i>	<i>Unit</i>	<i>Fee</i>
10. BASE FEES		
ROW Permit	Per Permit	\$175
Annual ROW Permit	Per Permit	\$2,000
Multiple permits - base fee: if more than one permit is required for a single project, only the highest base fee shall be paid.		
ROW Permit Extension Request	Per Permit	50% of original permit fee
Oversize/Overweight Permits (Single Trip)	Per Permit	\$35
Oversize/Overweight Permits (30 Days)	Per Permit	\$60
Haul Permits	Per Cubic Yard	\$0.10

11. PHASED ENGINEERING PERMITS

A surcharge will be charged for the phased construction of infrastructure (grading, water/sewer, streets/curb/sidewalk and trails).	25% (per phase) in addition to the permit value of the requested phase
---	--

Note: This fee schedule is not all-inclusive and other fees may apply.



Plan Review Fee Schedule

Commercial

Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Commercial

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

Foundation Only

\$0.40 Sq. Ft. x 25% + \$250

Shell Only

Livable area with A/C	\$0.40 Sq. Ft. x 95%
Covered area (non A/C)	\$0.25 Sq. Ft.

Commercial Addition

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

Commercial Remodel / Tenant Improvement

Livable area with A/C	\$0.40 Sq. Ft. x 30%
-----------------------	----------------------

Apartments/Condos

Livable Area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

****Apts/Condos with 4 or more units & reoccurring floor plans pay 50% of the calculated fee for 0-100,000 sq. ft. of livable space & 25% for livable square feet over 100,000 sq. ft.***

Engineering Review (per sheet)

Civil and Improvement Plans	\$775
Preliminary Grading	\$265
Revision to Approved Civil and Improvement Plans	\$265
Easements – Dedications/Releases	\$775
Landscape	\$775
Condominium Plat	\$775

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov

2-PP-2020

3/5/2020

Plan Review Fee Schedule

Commercial



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Commercial

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

Foundation Only

\$0.40 Sq. Ft. x 25% + \$250

Shell Only

Livable area with A/C	\$0.40 Sq. Ft. x 95%
Covered area (non A/C)	\$0.25 Sq. Ft.

Commercial Addition

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

Commercial Remodel / Tenant Improvement

Livable area with A/C	\$0.40 Sq. Ft. x 30%
-----------------------	----------------------

Apartments/Condos

Livable Area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

****Apts/Condos with 4 or more units & reoccurring floor plans pay 50% of the calculated fee for 0-100,000 sq. ft. of livable space & 25% for livable square feet over 100,000 sq. ft.***

Engineering Review (per sheet)

Civil and Improvement Plans	\$775
Preliminary Grading	\$265
Revision to Approved Civil and Improvement Plans	\$265
Easements – Dedications/Releases	\$775
Landscape	\$775
Condominium Plat	\$775

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov

2-PP-2020

3/5/2020

Plan Review Fee Schedule

Miscellaneous



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Miscellaneous Plan Review Fees

After 3 rd Review	50% of original fee
Barricade Plan Review	\$90 per hour
Benchmark Revision	\$90 per hour
Dry Utility Review	\$90 per hour
Fence Only	\$90 per hour + \$0.15 LF
Retaining Walls	\$90 per hour + \$0.15 LF
Minimum Plan Review	\$90 per hour
Minor Revision to Approved Civil Plans	\$90 per hour (requires management approval)
Native Plant Review	\$90 per hour
Pool	\$90 per hour
Plan Review Extension Request	\$280
Revision to Approved Building Plans	\$90 per hour
Solar Review: Residential	\$153
Commercial	\$305
Update Expired Improvement Plans (no changes)	\$90 per hour

Plat Fees

Final Plat	
Major Subdivision	\$5,000 + \$145 per lot
Minor Subdivision	\$2,500 + \$145 per lot
Certificate of Correction	\$90 per hour
Land Combination: Residential	\$635
Commercial	\$1,275

Recordation Fees (May vary based upon specific submittal)

Maps of Dedications/Releases & Land Divisions	Administrative fee	\$35
	First set	\$15 per sheet
	Additional set	\$3 per sheet
Standard size (8 ½ x 11)		\$7.50

Signs

0-20 Sq. Ft.	\$30 per sign
21-30 Sq. Ft.	\$65 per sign
31 Sq. Ft. & over	\$95 per sign
Revision	\$90 per hour

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

2-PP-2020

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov 3/5/2020

Plan Review Fee Schedule

Single Family Residential



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Single Family Custom Homes

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.
Fences	\$0.15 Ln. Ft.
Retaining walls	\$0.15 Ln. Ft.

Single Family Addition

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

Single Family Remodel

Livable area with A/C	\$0.40 Sq. Ft. x 30%
-----------------------	----------------------

Single Family Standard Plan

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non-A/C)	\$0.25 Sq. Ft.
Additional elevations (maximum 5)	\$90 each

Engineering Review (per sheet)

Civil and Improvement Plans	\$775
Revision to Civil and Improvement Plans	\$265
Easements – Releases	\$775

Miscellaneous Plan Reviews

Native plant	\$90 per hour
Fence only	\$90 per hour + \$0.15 LF
Retaining walls only	\$90 per hour + \$0.15 LF
Revision to approved plan	\$90 per hour
Minimum review	\$90 per hour
Benchmark revision	\$90 per hour

Note: This schedule is not all-inclusive and other fees may apply.

Planning & Development Services

2-PP-2020

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov 3/5/2020

Records Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Copies (black and white)	
8 ½" x 11" (more than 24 copies)	\$0.20
11" x 17"	\$1.00
24" x 36"	\$4.50
Copies (color)	
8 ½" x 11"	\$1.00
11" x 17"	\$2.00
Aerials	
8 ½" x 11"	\$2.00
11" x 17"	\$3.00
30" x 36"	\$15.00
Aerials – Custom	
Regular Paper – 30" x 36"	\$35.00
Photo Paper – 30" x 36"	\$65.00
Aerials – Topography	
8 ½" x 11"	\$4.00
Maps – Topography	
8 ½" x 11"	\$2.00
15" x 18"	\$7.00
30" x 36"	\$15.00
Offsite Records Box Retrieval	
Retrieve and Refile	\$4.00
Deliver	\$10.00
Staff Time (one hour)	\$17.00
Microfiche Imaged Records Copies (per sheet)	
8 ½" x 11"	\$0.50
11" x 17"	\$1.00
General Plan	
CD-Rom	\$10.00
Summary Map	\$10.00
General Plan (Book)	*\$45.00
Compact Discs	
Custom CD	\$5.00
Ordinance	
Zoning (Book)	*\$75.00
Floodplain	\$5.00
Commercial Records Research (non-refundable)	
Commercial Research Base Fee	\$85.00
Research	\$30.00 per hour

*Current Production Cost

Note: This schedule is not all inclusive and other fees may apply.

Planning & Development Services
2747 E Indian School Road, Suite 100, Scottsdale, AZ 85251

2-PP-2020
3/5/2020

Stormwater Management Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Appeal of Floodplain Administrator's Interpretation of Special Flood Hazard Area Provisions

Appeal \$250

Variance from Floodplain Management Regulations in a Special Flood Hazard Area

Variance \$2,600
Continuance (Applicant's Request) \$50
New Posting Required \$170

Conditional Letter of Map Revision Review (CLOMR)

CLOMR (MT-1) \$880
CLOMR (MT-2) \$3,000

Letter of Map Revision Review (LOMR)

LOMR (MT-1) \$880
LOMR (MT-2) \$3,000

Stormwater Storage Waiver

In-lieu fee \$3.00 per cubic foot

Stormwater Quality Charge \$4.10 per customer/per month

- \$ 0.30 Sewer Fund for O&M related to stormwater
- \$ 0.85 General Fund for O&M related to stormwater
- \$ 2.95 Drainage and Flood Control capital projects

Planning & Development Services

2-PP-2020

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov 3/5/2020

Annual Fees For SWF & WCF In The Right-Of-Way



Annual Right-of-Way Use Fees for Small Wireless Facilities (SWF)

Small Wireless Facility (SWF) on City-owned Pole in the ROW

Antenna area 6 cubic feet or less with associated equipment 28 cubic feet or less.

- A. \$50.00 per SWF site per calendar year for use of the right-of-way.
- B. \$50.00 per SWF site per calendar year for the co-location of a SWF on a City-owned streetlight, traffic signal pole or other City-owned wireless support structure.

Small Wireless Facility (SWF) on a Third Party-owned Pole in the ROW

Antenna area 6 cubic feet or less with associated equipment 28 cubic feet or less.

\$50.00 per SWF site per calendar year for the co-location of a SWF on a Third Party-owned utility pole of wireless support structure in the ROW. Wireless provider shall provide documentation from the Third Party pole owner authorizing the use of the pole as a SWF.

Annual Right-of-Way Use Fees for non-SWF Wireless Communication Facilities (WCF)

Category 1 – WCF with antennas(s) mounted on an EXISTING vertical element or pole and any associated ground equipment. Each WCF site will have an Antenna Base Fee of \$4,017 for a WCF site on the ROW, plus a Ground Equipment Fee (if applicable) for the cubic feet of ground equipment in the ROW, as set forth below:

	Antenna Base Fee	Equipment Fee	Total WCF Annual Fee
A. Total is 29 c.f. up to 50 c.f.	Included	Included	\$4,017
B. Total is 51 c.f. up to 200 c.f.	\$4,017	\$7,622	\$11,639
C. Total is 201 c.f. up to 300 c.f.	\$4,017	\$11,382	\$15,399
D. Total is 301 c.f. up to 400 c.f.	\$4,017	\$15,193	\$19,210
E. Total is 401 c.f. or more	\$4,017	\$18,952	\$22,969

Category 2 – WCF with antennas(s) mounted on a NEW vertical element that is stealth or utilizes alternative concealment when existing vertical elements are not available, and any associated ground equipment. Each WCF site will have an Antenna Base Fee of \$4,326 for a WCF site on the ROW, plus a Ground Equipment Fee (if applicable) for the cubic feet of ground equipment in the ROW, as set forth below:

	Antenna Base Fee	Equipment Fee	Total WCF Annual Fee
A. Total is 29 c.f. up to 50 c.f.	Included	Included	\$4,326
B. Total is 51 c.f. up to 200 c.f.	\$4,326	\$7,622	\$11,948
C. Total is 201 c.f. up to 300 c.f.	\$4,326	\$11,382	\$15,708
D. Total is 301 c.f. up to 400 c.f.	\$4,326	\$15,193	\$19,519
E. Total is 401 c.f. or more	\$4,326	\$18,952	\$23,278

Category 3 – WCF with antennas(s) mounted on a NEW vertical element that is neither stealth nor concealed in appearance, and any associated ground equipment. Each WCF site will have an Antenna Base Fee of \$5,768 for a WCF site on the ROW, plus a Ground Equipment Fee (if applicable) for the cubic feet of ground equipment in the ROW, as set forth below:

	Antenna Base Fee	Equipment Fee	Total WCF Annual Fee
A. Total is 29 c.f. up to 50 c.f.	Included	Included	\$5,768
B. Total is 51 c.f. up to 200 c.f.	\$5,768	\$7,622	\$13,390
C. Total is 201 c.f. up to 300 c.f.	\$5,768	\$11,382	\$17,150
D. Total is 301 c.f. up to 400 c.f.	\$5,768	\$15,193	\$20,961
E. Total is 401 c.f. or more	\$5,768	\$18,952	\$24,720

Note: This schedule is not all-inclusive and other fees may apply.

Annual Fees for WCF in the ROW (Instructions) For Non-SWF Wireless Communication Facilities

The annual encroachment permit fees for wireless communications facilities in the rights-of-way categories above shall be administered according to the following rules:

- 1) The fee structure shall apply to the installation of any antennas, antenna structures, ground equipment, electronics, cabinets, and other appurtenances required or associated with the operation of a wireless communications facility (WCF) in the City's rights-of-way (ROW).
 - a. All existing WCF in ROW that have been constructed or received permits by July 2, 2009 will be eligible to have the annual WCF in ROW fee set at a rate of **\$11,489** for FY 2019-2020 (July 1, 2019 through June 30, 2020). The rate of **\$11,489** is subject to annual increases adopted by the City Council.
 - b. WCF sites in the ROW that were "on-air" prior to July 3, 2009 and are subsequently modified will be subject to the Annual Fees for WCF in the ROW when the vertical element is replaced or when the original ground mounted equipment is expanded.
- 2) Antenna Structures and Base Fee – In cases where the existing vertical element is replaced for structural purposes with a pole designed to support the antennas and cabling, the WCF will be categorized as being installed on an existing vertical element. The Antenna Base Fee includes up to 50 cubic feet of ground equipment and any electrical conductors necessary to operate the WCF site.
- 3) Ground Equipment Fee – The ground equipment measurement is calculated by the size of a flat, four- sided "box" (parallel sides of equal length) with a top panel that is parallel to the ground so that the box will cover the ground equipment from the top of the equipment to the ground (non-improved dirt surface), and from side-to side, including any foundation or pad for the equipment. For situations where there is more than one ground equipment fixture or cabinet (adjacent to each other or within the same use area), the equipment fixtures, cabinets and generators are deemed to be part of the same contiguous ground equipment space and will be measured together within the same box. Any Remote Radio Heads or Remote Radio Units mounted to a cabinet, post or wall in the same area with the ground equipment shall be included in the measurement for the ground equipment. Electrical meters and telecom pedestals are not included in the ground equipment.
- 4) WCF site that has both the vertical element and ground equipment in the ROW will be assessed an amount equal to the Antenna Base Fee plus the Ground Equipment Fee, except that:
 - A) WCF sites that have the antennas installed on a vertical element in the ROW but the ground equipment installed on private property will be assessed the Antenna Base Fee only.
 - B) WCF sites with antennas on a vertical element located on private property but with the ground equipment in the ROW, will be assessed the Ground Equipment Fee only. If the ground equipment is less than 50 cubic feet, the annual Ground Equipment Fee shall be the actual cubic feet of the ground equipment multiplied by the FY 2018/19 fee of \$35 per cubic

foot. If the ground equipment is greater than 50 cubic feet, the applicable ground equipment fee shall apply as provided in the schedule on page 1 of the Annual Fees for WCF in the ROW document.

- 5) All WCF in the ROW must have an Antenna Site Right-of-Way License Agreement (ARLA) document submitted to the City for each WCF site installed and operated in the ROW.
- 6) An invoice for the annual WCF in the ROW permit fee is sent to the person and address provided on the ARLA document every July.
- 7) The ARLA is an encroachment permit allowing the WCF to be in the ROW; a WCF owner or applicant must obtain a "Permission to Work in the ROW" permit to construct, repair or maintain the WCF site.
- 8) The annual WCF in the ROW permit fee does not include fees and charges for any other planning & development fees, permits, plan review fees, inspection fees, or any other services or approvals that may be required by the City of an owner or applicant of a WCF in the ROW.

Note: This schedule is not all-inclusive and other fees may apply.

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

Owner: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

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 an 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): _____ Title: _____

Signature Date: _____

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

Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

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

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

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

Name (printed)	Date	Signature
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

Planning and Development Services

2-PP-2020

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov **3/5/2020**

Appeals of Dedication, Exactions or Zoning Regulations



Rights of Property Owner

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

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

Appeal Procedure

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

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

For questions, you may contact:

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

Address your appeal to:

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

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

Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.scottsdaleaz.gov

2-PP-2020

3/5/2020

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

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

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

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

Signature of Property Owner

Date

2-PP-2020
3/5/2020

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



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

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

2-PP-2020

Revised October 12, 2016
8/5/2020

Preliminary Plat Notification Affidavit



I, _____, acting on behalf of _____, hereby affirm that a copy of the preliminary plat of _____ subdivision has been delivered to the following agencies for their review.

<u>AGENCY</u>	<u>DATE NOTIFIED</u>
_____ SALT RIVER PROJECT...(2).....	_____
_____ ARIZONA PUBLIC SERVICE	_____
_____ SOUTHWEST GAS CORPORATION.....	_____
_____ ARIZONA DEPARTMENT OF TRANSPORTATION.....	_____
_____ MARICOPA COUNTY ENVIRONMENTAL SERVICES.....	_____
_____ MARICOPA COUNTY PLANNING DEPARTMENT.....	_____
_____ MARICOPA COUNTY FLOOD CONTROL DISTRICT.....	_____
_____ SCOTTSDALE POSTMASTER.....	_____
_____ SCOTTSDALE SCHOOL DISTRICT.....	_____
_____ CAVE CREEK SCHOOL DISTRICT.....	_____
_____ PARADISE VALLEY SCHOOL DISTRICT.....	_____
_____ CENTRAL ARIZONA WATER CONSERVATION DISTRICT...	_____
_____ CENTURY LINK.....	_____
_____ OTHER.....	_____

Signature

Date

Address

Phone

Planning and Development Services

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

2-PP-2020
3/5/2020

Preliminary Plat Notification Mailing List



Scottsdale School District

7575 E. Main Street
Scottsdale, AZ. 85251
480-484-6100
<https://www.susd.org/>

Paradise Valley School District

15002 N. 32nd Street
Phoenix, AZ. 85032
602-449-2000
<http://cmweb.pvschools.net/siteweb/>

Scottsdale Postmaster

1776 N. Scottsdale Road
Scottsdale, AZ. 85257-2115
480-949-1448

Salt River Project

Attn: Susana Ortega, Mail Stop PAB106
P.O. Box 52025
Phoenix, AZ. 85072-2025
602-236-2962

Salt River Project

Attn: Bill Santistevan, Mail Stop XCT330
P.O. Box 52025
Phoenix, AZ. 85072-2025
602-236-0810

Arizona Public Service

P.O. Box 53933
Phoenix, AZ. 85072-3933
602-493-4400

Cave Creek School District

P.O. Box 426
Cave Creek, AZ. 85327
480-575-2000
www.ccusd93.org

Southwest Gas Corporation

1600 E. Northern Ave.
Phoenix, AZ. 85020-3982
www.swgas.com

Az Department of ADOT Transportation

Right-of-Way Group
205 S. 17th Avenue
Phoenix, AZ. 85007
602-712-7316
www.azdot.gov

Maricopa County Environmental Services

1001 N. Central Avenue Suite 201
Phoenix, AZ. 85004
www.maricopa.gov/envsvvc

Maricopa County Planning & Development

501 N. 44th Street #200
Phoenix, AZ. 85008
602-506-3301
pdcustomerservice@mail.maricopa.gov

Maricopa County Flood Control

2801 W. Durango Street
Phoenix, AZ. 85009
602-506-1501
www.fcd.maricopa.gov

Central Az Water Conservation District

Bureau of Reclamation
P.O. Box 43020
Phoenix, AZ. 85080-3020
623-869-2555
2555@cap-az.com

Century Link

135 W. Orion Street
Tempe, AZ. 85283
602-630-0492
bics@centuylink.com

Planning and Development Services

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

2-PP-2020

3/5/2020

Request for Site Visits and/or Inspections

Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: _____-PA-_____

Project Name: _____

Project Address: _____

STATEMENT OF AUTHORITY:

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

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	



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.

Addressing Requirements



Make all addressing requests using the city's online application form online: www.ScottsdaleAZ.gov and search: address request form

Prior to your application submittal to Current Planning for your entitlement approval (Development Review Board, Planning Commission, City Council) the City will need to assign an address to your property. This will be used for all future submittals and permit issuance. Prior to final plan submittal the records department will work with applicants on assigning suite, units, or apartment numbers and any additional addresses.

The City is responsible for assigning addresses/suite, and apartment numbers. If any developer/builder or owner performs this, it is subject to change by the City. Any and all costs associated with these changes will be the responsibility of the developer/builder or owner.

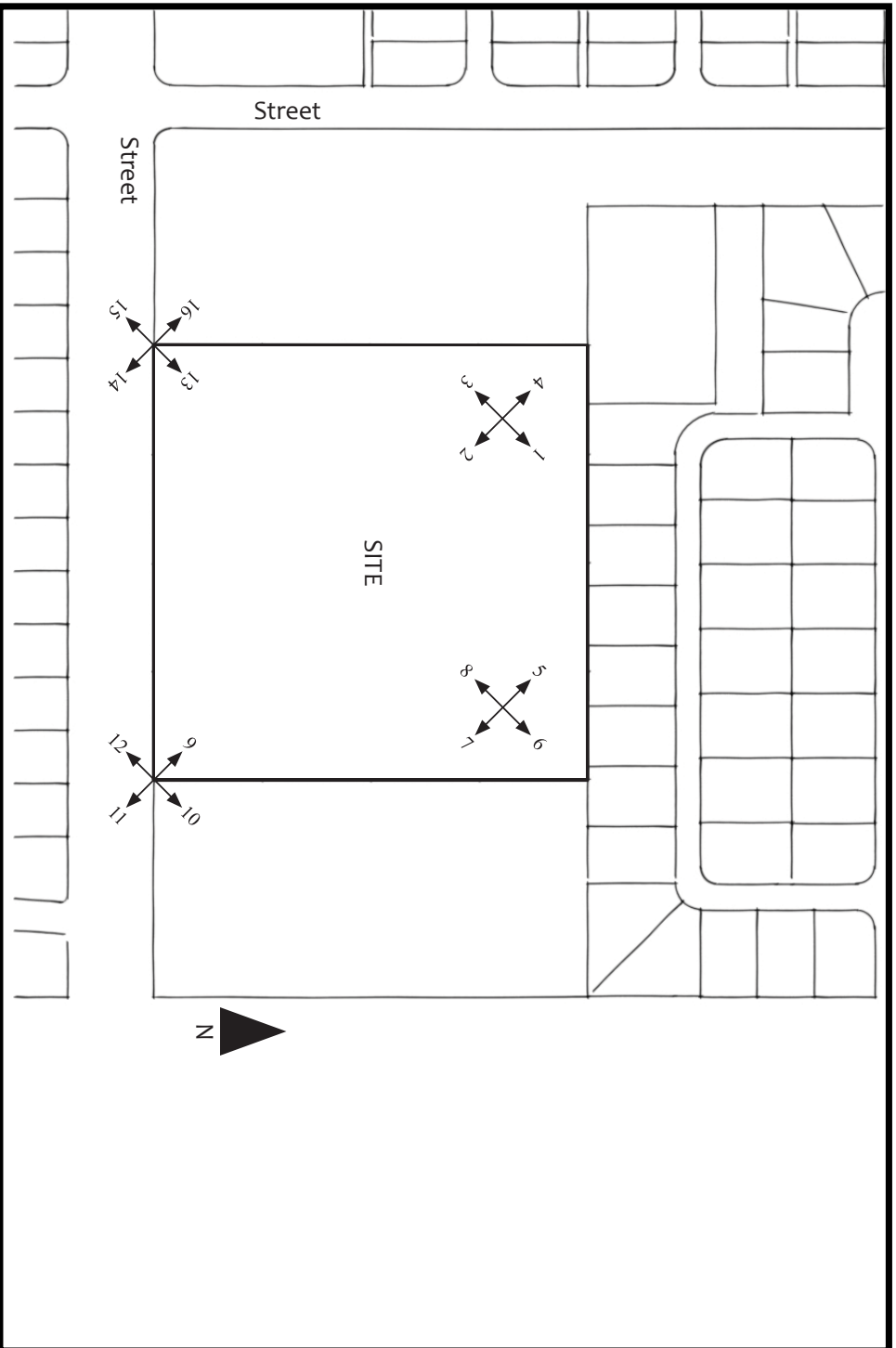
The City of Scottsdale utilizes the Maricopa Association of Government Standards (MAG) for all addressing. This policy was developed to aid emergency and first responders. We have a Mutual Aid agreement with the City of Phoenix Fire Department, it is essential that we maintain this policy.


To provide the commercial suite assignments please provide the records department with a floor plan showing the different suites within your building. The second floor being in the 200 range, and the third floor 300 range, etc. Suite numbering for commercial suites will be provided in a sequence of fives to allow for future suite division. For example: if you had 5 suites on the first floor we would assign them as 100, 105, 110, 115 & 120.

Individual living spaces (Condominiums and Apartments) are designated as units and numbered in the thousand ranges (4 digits). First floor units get 1000 numbers; second floor units get 2000 numbers, etc.

Photos of Existing Conditions

2-PP-2020
3/5/2020



Please Note:
 = Photograph Number and Direction of View

Please Note:
 Color photographs are to be taken indicating site conditions and adjacent property.
 Color photographs are also to be taken of newly developed properties within ¼ mile - Please provide street address on photographs.

PROTECTION OF ARCHAEOLOGICAL RESOURCES



Applicant Fact Sheet

Scottsdale Revised Code, Chapter 46, Article VI

To help identify, preserve, and protect archaeological sites, an **archaeological survey and report** by a qualified archaeologist is required to be submitted for all public or private development project applications within the City of Scottsdale. A qualified archaeologist is an individual or firm meeting the Arizona State Museum's standards and professional qualifications for an archaeologist. The qualifications for archaeologists and a list of qualified archaeological consultants are available from the Arizona State Museum (statemuseum.arizona.edu/services/cultural-resources-services).

Please contact the Historic Preservation Office at 480-312-2831 or your Project Coordinator for more information on archaeology requirements. The attached list of questions includes the answers to commonly asked questions about the ordinance. For complete information regarding the Preservation of Archaeological Resources Ordinance, please refer to the Scottsdale Revised Code.

Applicable Development Projects Requiring an Archaeology Survey and Report:

A development project is anything leading to potential ground disturbance, including:

- Rezoning, use permits, master plans, and general plan amendments
- Development Review Board cases, preliminary and final plats
- Lot splits and infrastructure improvements
- Building and grading permits, and native plant removal

Development Projects Exempt from Requiring an Archaeology Survey and Report (See attached ordinance text if needed):

- **Pending Applications:** Applications for building permits, single family lot splits, development review board, and final plats that are submitted or approved prior to effective date of Ordinance 3243(August 12, 1999).
- **Single Family Homes:** A private single family residence on a single family lot.
- **Less than 1 Acre Disturbed:** Non-residential development with 1 acre or less ground disturbance. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Previously Developed Sites:** Projects on previously disturbed land where 50% or more of the land was already built. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Approved Master Plan:** Master planned development with a previously completed Archeological Survey and Report within the past five (5) years (depending on what is being disturbed). *A mitigation plan may necessary.*
- **Development/Redevelopment Agreements:** Projects subject to a development or redevelopment agreement that already contain specific provisions on archaeological resources.
- **Mapped Exempt Area:** Projects within a land area that has been mapped by the Historic Preservation Commission to be exempt based upon prior surveys and research. As of August 1999 there are no areas mapped as exempt from surveys and reports.

Note: Requirements on discoveries during construction are applicable to all developments (no exemptions).

Review of Archaeology Survey and Report

The archaeology survey and report is submitted along with the development project application. The City Historic Preservation Officer and/or City Archaeologist review the archaeological survey and report for completeness, significant sites identified within the project, and the impacts of the project on identified sites prior to the application acceptance date.

Archaeological Impact Assessment

- **No Impacts:** If it is determined that survey and report are complete, and the project has no significant resources, or it is documented that the project will not impact significant archaeological resources, then the Preservation Division will sign and issue a Certificate of No Effect. With a Certificate of No Effect, the application may be accepted and the project may proceed.
- **Mitigation Plan:** If it is determined that the project has archaeological impacts, the applicant must submit a mitigation plan. The Historic Preservation Officer and/or City Archaeologist may approve the mitigation plan. More complicated mitigation plans require approval by the Historic Preservation Commission before the application can be accepted. Upon approval of the mitigation plan, the application may be accepted and the project may proceed. Land disturbance can not proceed until the Certificate of Approval is signed. When the approved mitigation plan is satisfactorily completed, a Certificate of Approval can be signed.
- **Economic Hardship:** The Historic Preservation Commission may issue a Certificate of Economic Hardship following a hearing that grants an exemption from the requirement to implement a mitigation plan for reasons of economic hardship. Upon issuance of a Certificate of Economic Hardship, the application may be accepted and the project may proceed.

Planning and Development Services

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

2-PP-2020

3/5/2020



City of Scottsdale

ARCHAEOLOGY REQUIREMENTS FOR DEVELOPMENT PROJECTS WITHIN MASTER PLANNED DEVELOPMENTS OR LARGER PROJECT AREAS THAT HAVE A PREVIOUS ARCHAEOLOGICAL SURVEY

PURPOSE:

Since some master planned and other projects in Scottsdale completed archaeology surveys as an ESL requirement prior to August 1991, the archaeology survey reports were not reviewed according to current ordinance standards and there is no signed Certificate of No Effect. Therefore this review process was developed to ensure ordinance compliance for new applications on land within larger developments.

SCOPE OF PROCEDURE

The intent of this process is to review development project applications that are within larger approved project areas for their compliance with the city’s archaeology ordinance requirements. The procedure applies to projects on land within larger projects that have previously submitted an archaeology survey to the City of Scottsdale to meet local requirements. The procedures apply to: 1. Rezoning, use permits and development review board (DRB) applications, including plats, within master planned developments, and 2. Development applications for pads or parcels within a larger property (20 acres or larger property).

SUBMITTAL REQUIREMENTS

Applicants for projects on land that is part of a larger project should submit map(s) and text with their application submittal as follows:

1. Proof that an archaeology report was previously submitted and/or approved (Submit a copy of the prior report or a copy of the approved Certificate of No Effect)
2. Map showing the current project location within the total land area covered by the prior archaeology report.
3. Map clearly identifying within the current project area any significant or potentially significant surveyed sites and any recorded archaeological sites with their AZ Site or other reference number.
4. If there are significant, potentially significant or recorded sites within the project area, a narrative describing how the recorded site(s) will be impacted by the proposed development and describing any measures that will be taken to protect the site(s), such as placing the site in an Natural Area Open Space (NAOS) or conservation easement.
5. Map(s)/narrative for any archaeological resources within a Master Planned Development or larger project – 1 copy

CITY REVIEW OF SUBMITTAL

The Preservation Division is responsible for managing the archaeology review process. The purpose of the review will be to determine the following:

1. The location of the current project within the larger project land area and if there are any recorded sites on the development parcel.
2. Determine what measures are proposed to protect any sites on the development parcel and whether the proposed measures are adequate to satisfy the requirements of the Scottsdale Revised Code (SRC), Chapter 46, Article VI.
3. If a significant recorded site will be impacted by the project, are a Mitigation Plan and a Certificate of Approval now required to comply with the SRC? *Note: A Mitigation Plan or any additional work will not be required if the larger project area already has an approved Certificate of No Effect.*

The applicant can satisfy the archaeology requirements if the larger area has a Certificate of No Effect, if there are no recorded sites located on the project and if there are no impacts from the project on archaeological resources. If the protection measures proposed are inadequate and/or the project will have an impact on significant or potentially significant archaeological resources, the applicant will be asked for additional information and may be asked to prepare and implement a Mitigation Plan to meet the archaeology requirements that took effect in August 1991.

Planning and Development Services

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

2-PP-2020

3/5/2020



SCOTTSDALE AIRPORT VICINITY DEVELOPMENT SHORT FORM

For development projects within 20,000 feet of Scottsdale Airport NOT located on an Airpark taxilane or adjacent to airport property

The owner of developments within the Airport Influence Area shall complete forms required by the City and Scottsdale Airport to comply with the Scottsdale Revised Code, Chapter 5 – Aviation and the Airpark Rules and Regulations; and submit the completed forms with final plans to the assigned city project manager.

Project Name:	Pre-App:
Site Address:	
Contact name:	Phone:

1. HEIGHT ANALYSIS, CH. 5, SEC. 5-354. GENERAL REQUIREMENTS

- Applicants must conduct a height analysis for all projects located within 20,000 feet of Scottsdale Airport.
 1. Complete a height analysis for all structures, appurtenances or construction equipment through the FAA at: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>, click on the Notice Criteria Tool (left side). If you do not exceed criteria, submit this FAA response from the website with your packet or you must complete step 2.

IF required by FAA, complete Step 2

 2. Submit an FAA form 7460-1 Notice of Proposed Construction or Alteration for review and determination. Please allow about 45 days for this process. A copy of the FAA's response will be required prior to final plan approval.

2. AIRCRAFT NOISE AND OVERFLIGHT DISCLOSURE, CH. 5, SEC. 5-356 & SECT. 5-357

- Incorporate the Airport Disclosure for Development around Scottsdale Airport language into the CC&Rs or other procedural documents and provide a copy. *Exhibit A*
- An avigation easement will need to be granted to the city. If not already recorded for property, submit a notarized Avigation Easement form with packet to your project manager. *Exhibit B*

2-PP-2020
3/5/2020

3. APPLICANT'S SIGNATURE

Signature:

Date:

Aviation Approval:

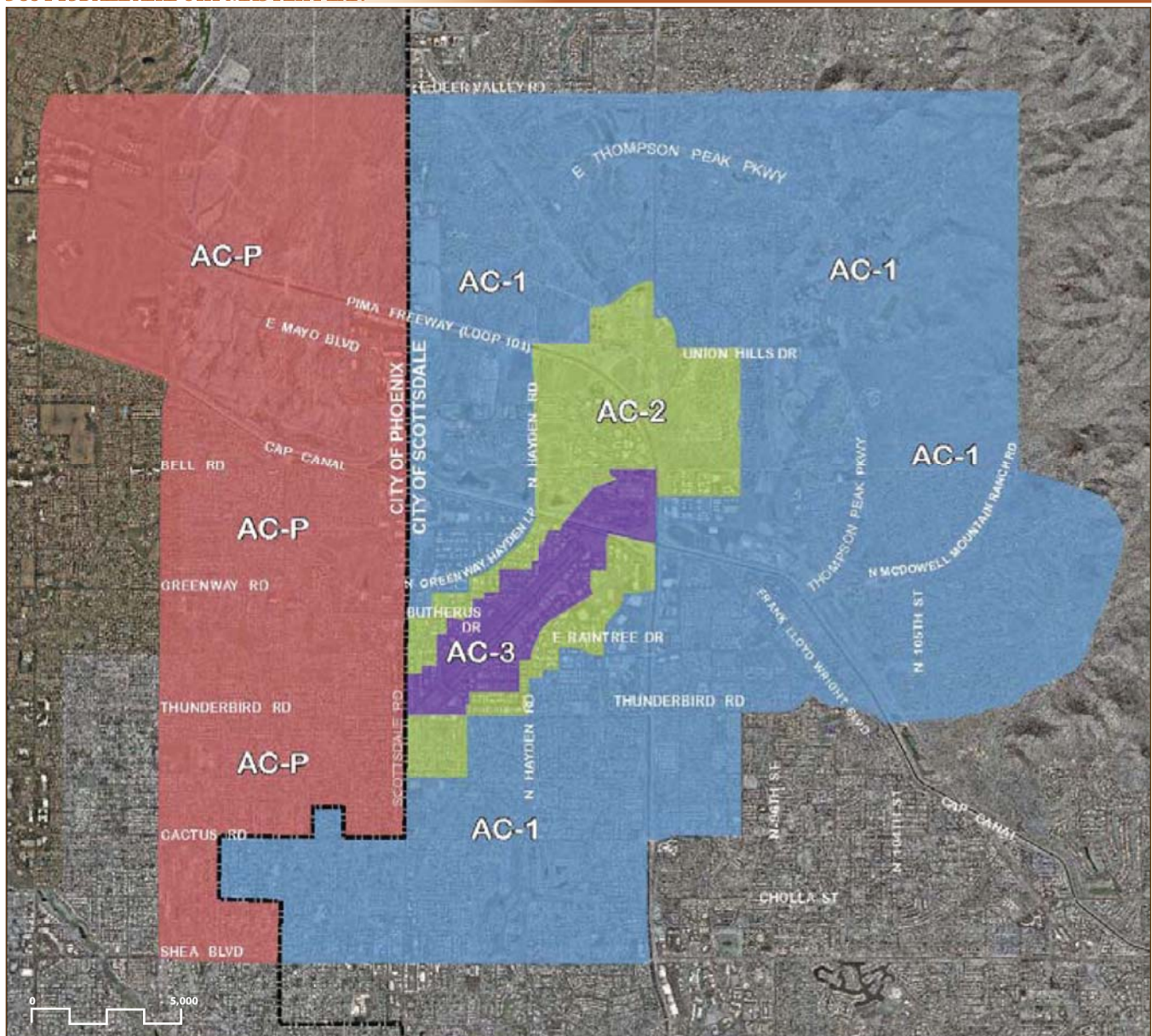
Date:

Comments:

For questions regarding this form or aviation-related requirements, contact Scottsdale Airport at 480-312-2321.



SCOTTSDALE AIRPORT MASTER PLAN



LEGEND AND TABLE KEY

----- Municipal Boundary

Airport Influence Areas

- AC-1
- AC-2
- AC-3
- AC-P

NP - Not Permitted

P - Permitted with Use Limitations

(1) - Aviation easement required under Sec. 5-357

(2) - Noise attenuation required under Sec. 5-358

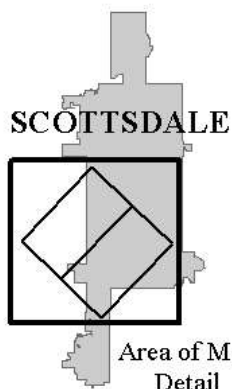
Noise Sensitive Uses	AC ¹ -3	AC-2	AC-1
Dwelling unit*	NP	P (1) (2)	P (1)
Manufactured home*	NP	P (1) (2)	P (1)
Elementary and secondary school*	NP	P (1) (2)	P (1)
Hospital*	NP	P (1) (2)	P
Travel accommodation*	NP	P (1) (2)	P
Place of worship	NP	P (1) (2)	P (1)
Cultural, civic, and social organization	NP	P (1) (2)	P (1)

* The terms dwelling unit, manufactured home, elementary and secondary school, hospital and travel accommodation defined in the Basic Code of the City of Scottsdale.

¹ AC - Airport Compatibility District

2-PP-2020
3/5/2020

Scottsdale Airport Traffic Pattern Airspace



Map Date: October 18, 2001

2-PP-2020
3/5/2020

EXHIBIT A

SAMPLE FAIR DISCLOSURE FOR DEVELOPMENT AROUND SCOTTSDALE

AIRPORT NOTICE TO PURCHASERS

OF PROXIMITY TO THE SCOTTSDALE AIRPORT

To include in CC&R's or disclosure notice:

Proximity to Airport.

Each Owner of a Lot in the Airport Influence Area identified in Chapter 5 of the Scottsdale Revised Code acknowledges that, as of the date of this notice:

(a) The Lot is close to the Scottsdale Airport (the "Airport"), located generally between Frank Lloyd Wright Boulevard on the north, Pima Road on the east, Thunderbird Road on the south and Scottsdale Road on the west.

(b) The Airport is operated as a general aviation reliever/commercial service airport for Scottsdale and North Phoenix, and used generally for airplanes, jets and helicopters.

(c) Aircraft using the Airport may fly over the Lot and adjacent properties at altitudes that vary for several reasons, including weather conditions, aircraft type, aircraft performance and pilot proficiency.

(d) The majority of takeoffs and landings occur between 6:00 a.m. and 11:00 p.m., but the Airport is open 24 hours each day, so takeoffs and landings may occur at any time.

(e) The number of takeoffs and landings at the Airport average approximately 400 each day, but that number varies and may increase.

(f) Aircraft using the Airport will generate noise, the volume, pitch, amount and frequency of which will vary for several reasons, including weather conditions, aircraft type, aircraft altitude and aircraft number.

(g) Airport management attempts to minimize aircraft noise and its influence on Lots in the Airport Influence Zone, but there is no guarantee that such attempts will be effective or remain in place.

The Owner accepts and assumes any and all risks, burdens and inconvenience caused by or associated with the Airport and its operations (including noise), and agrees not to assert or make any claim arising out of the Airport and its operations against the City of Scottsdale, its elected and appointed officials, officers, directors, commissioners, representatives, employees, and agents.

Any questions regarding the operation of the Airport can be directed to the Airport Administration office at 480-312-2321.

2-PP-2020
3/5/2020

WHEN RECORDED, RETURN TO:

CITY OF SCOTTSDALE

ONE STOP SHOP/RECORDS

(_____)

7447 E. Indian School Road, Suite 100

Scottsdale, AZ 85251

Exempt from Affidavit of Value
under A.R.S. § 11-1134(A)(2, 3)



**CITY OF SCOTTSDALE
AVIGATION EASEMENT**

Project No. _____

Q.S. _____

FOR ONE DOLLAR (\$1.00) and other good and valuable consideration received _____ (collectively "Grantor") does hereby grant to the City of Scottsdale, an Arizona municipal corporation ("Grantee"), a perpetual, non-exclusive easement upon, over, under and across the parcel of land (the "Property") described on the legal description and the sketch attached hereto as Exhibits "A" and "B". The purpose of the easement is for a right of flight for the passage of aircraft in the airspace above the surface of the Property as follows:

1. "Aircraft" means any manned or unmanned contrivance or device now known or hereafter invented, used or designed to navigate or fly in the air.
2. Without limitation, the right of flight shall include the right to operate aircraft over and near the Property and to cause within or without said airspace any noise, vibration, fumes, light, exhaust, odors, fuel vapor particles, electronic interference, dust, annoyances, nuisances, emissions, or other effects of any description relating to the operation, use or function of any aircraft in or near the said airspace (collectively the "Aircraft Effects").
3. All Aircraft Effects are included within the scope of the easement, including without limitation those that reach or affect the surface of the Property or improvements to the Property, those that interfere with other uses of the Property, those that annoy users of the Property, and those that are caused or made worse by any of the following:
 - 3.1. Any and all temporary and permanent increases and other changes and variations in the size, number, method of propulsion, weight, noisiness, design, fuel, category, type or other characteristics of aircraft and any permanent, temporary, seasonal, time-of-day or other practices, laws, rules, policies, circumstances, customs, protocols or procedures related thereto.
 - 3.2. Any and all temporary and permanent changes and variations in airport size, orientation, configuration, layout, location, runway length, boundaries, improvements or other characteristics and any permanent, temporary,

seasonal, time-of-day or other practices, laws, rules, policies, circumstances, customs, protocols or procedures related thereto.

- 3.3. Any and all temporary and permanent changes and variations in flight paths, flight frequency, flight timing, airport operations, climbing and descending, altitudes, takeoff and landing, air traffic control and any permanent, temporary, seasonal, time-of-day or other practices, laws, rules, policies, circumstances, customs, protocols or procedures related thereto.
- 3.4. Changes in Grantor's or others' personal perceptions of Aircraft Effects or sensitivity to Aircraft Effects.
- 4. Grantor shall not cause or allow the Property to be used in a way that causes a discharge of fumes, smoke, dust, electronic emissions, light emissions, or other land use of any description that obstructs visibility or adversely affects or interferes with the operation of aircraft or any navigational facilities used for aircraft operation. No building, mast or other thing upon the Property shall exceed _____ feet in height.
- 5. Grantor has been advised and is of the opinion that:
 - 5.1. All or a portion of the Property is located in a noise-influence area.
 - 5.2. Aircraft Effects might be annoying to users of the Property and might interfere with the unrestricted use and enjoyment of the Property.
 - 5.3. Aircraft Effects will likely increase over time.
- 6. Grantor waives, remises and releases any right, cause of action, or other claim that Grantor has now or may have in the future against, and covenants not to sue, Grantee regarding Aircraft Effects. Grantor makes all of such covenants waivers, remises, and releases on behalf of itself and its successors and assigns in favor of Grantee and its past, present, or future officers, officials, directors, employees, agents, lessees, sublessees, permittees, invitees, successors and assigns.

Grantor hereby warrants and covenants to Grantee and its successors and assigns that Grantor is lawfully seized and possessed of the Property; that Grantor has a good and lawful right to make the conveyance described herein; and that Grantee shall have title and quiet possession against the claims of all persons.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs with the land in favor of Grantee's successors and assigns.

DATED this ____ day of _____, 20____.

GRANTOR: _____

for _____

for _____

**ESL Overlay Wash Modifications
(Administrative Staff Approval)
Development Application Checklist**



Official Use:
 City Staff Contact: _____ Email: _____
 Phone: _____

Project Name: _____

Property's Address: _____ **A.P.N.:** _____

Property's Zoning District Designation: _____

Application Request: _____

Owner: _____ **Applicant:** _____

Company: _____ **Company:** _____

Address: _____ **Address:** _____

Phone: _____ **Fax:** _____ **Phone:** _____ **Fax:** _____

E-mail: _____ **E-mail:** _____

Submittal Requirements: Please submit materials requested below. All plans must be folded.

Completed Application (this form) and Application Fee – \$ _____ (fee subject to change every July) **Site plan 24" x 36" 2 color copies folded.** Indicate the extent and location of antenna additions, buildings and other structures, including all equipment cabinets. Site plan shall indicate dimensions of existing and proposed structures, dimensions of existing and proposed ROW, setbacks and sight distance visibility triangles. Indicate any improvements, easements, and drainage facilities on adjacent properties within 100 feet of the site.

Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below

Narrative - Description of request

Request for Site Visits and/or Inspections form

Description of Alternatives Considered.
Other watercourse management/engineering techniques considered.

Drainage Report. – 2 Copies
The Drainage Report shall be prepared in accordance with the Design Standards and Policies Manual.

Justification Form (provided)

Revegetation Plan.

Color photographs of site –on 8-1/2" x 11" sheets (showing existing site, structures & adjacent properties)

Topographic Map
contours at 1-foot intervals.

Context Aerial

- 24" x 36" – 2 color copies, folded
- 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)

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:

_____ 750 foot radius from site
 _____ 1/4 mile radius from site
 _____ Other:

Native Plant Submittal 24" x 36" 1 – copy, folded.

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

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 _____ **2-PP-2020**

Development Review

Methodologies and Required Notice



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.

Notice

1. Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services director designee. 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 Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/building-resources/forms>
Planning and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

2-PP-2020

3/5/2020

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • Phone: 480-312-7000 • Fax: 480-312-7088 • Website: www.scottsdaleaz.gov

Development Application Process

Enhanced Application Review

Staff Review Applications: SA, WM, & MD



Enhanced Application Review Methodology

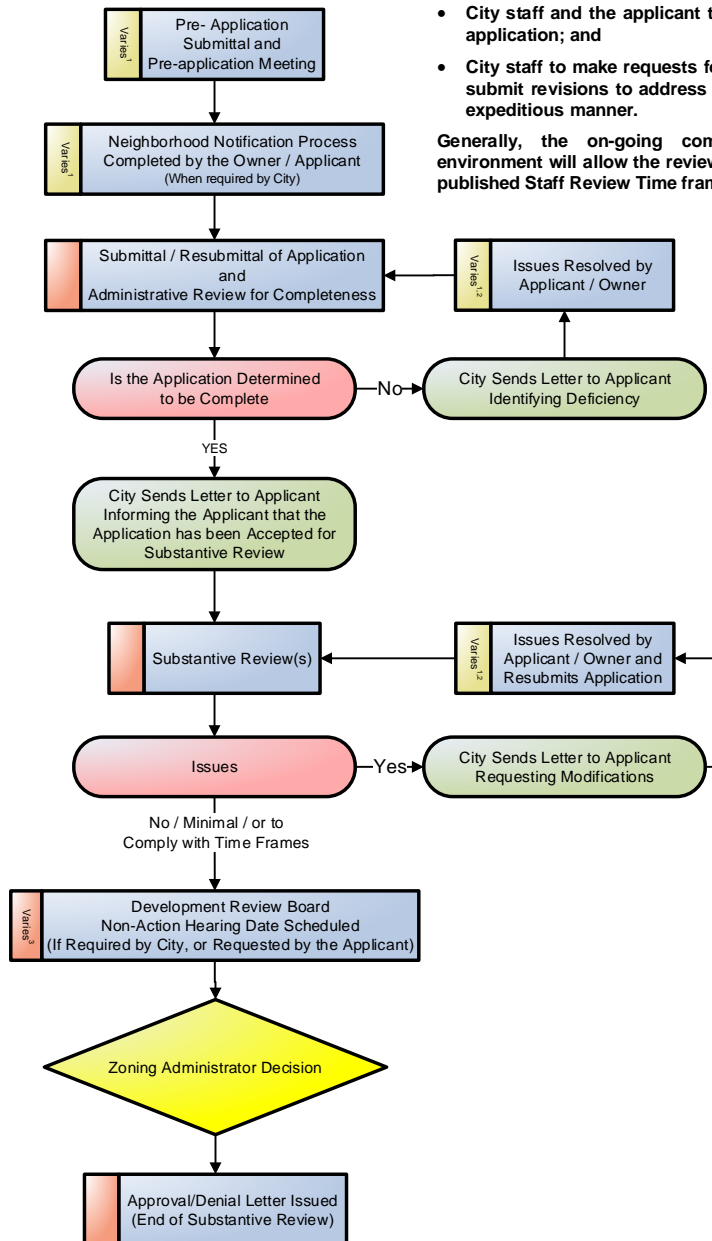
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish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

Application Types:

- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Division – Minor Subdivision (MD)



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. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Multiple City Reviews in This Time Frame ^{2,3,4}	Approval/Denial Letter Issued
---	--	----------------------------------

Planning and Development Services

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

Development Application Process

Standard Application Review

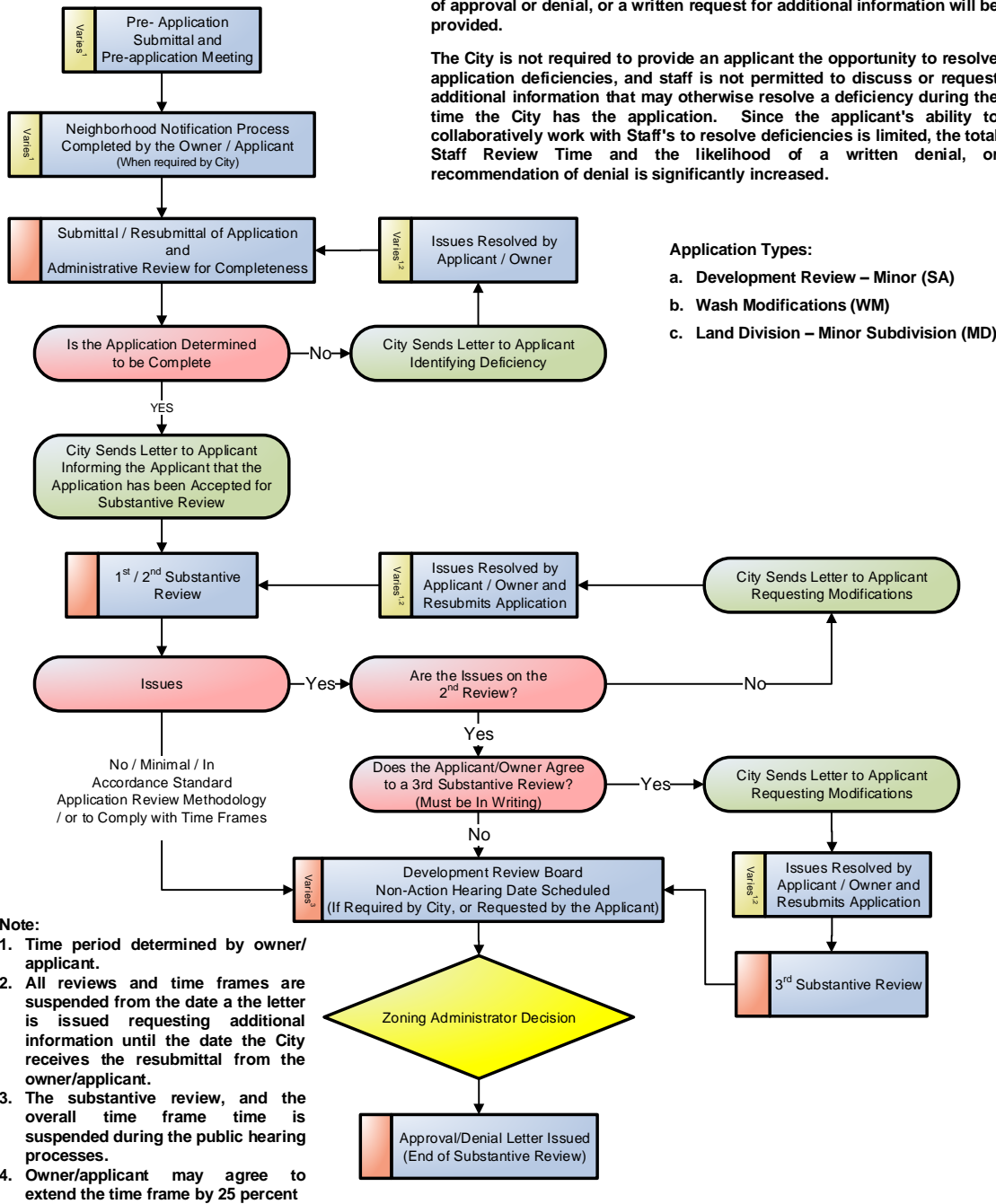
Staff Review Applications: SA, WM, & MD



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.



Application Types:

- a. Development Review – Minor (SA)
- b. Wash Modifications (WM)
- c. Land Division – Minor Subdivision (MD)

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 25 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Approval/Denial Letter Issued
---	--	----------------------------------

Planning and Development Services

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

ESL Overlay Wash Modifications

Justification for Modification



The Zoning Administrator may authorize a Wash Modification if ALL of the following criteria are met. Use the space provided to present your evidence that the requested exemption satisfies the modification requirements; please attach all supporting documentation.

1. Proposed modifications will result in an equal or enhanced quality of open space:

2. Modifications will include restoration of the watercourse with vegetation of the same type and density removed:

3. Is the wash being redirected or modified? No Yes

If yes, the wash must enter and exit the site at the historic locations, and the result of the modifications shall not impact drainage considerations for adjacent properties:

4. Is the wash being diverted into a structural solution (e.g. underground pipe)? No Yes

If yes, the change must not impact the drainage conditions on adjacent properties and shall not reduce the integrity of any upstream or downstream corridor as meaningful open space:

**ESL Overlay Wash Modifications
(Administrative Staff Approval)
Arizona Revised Statutes Notice**



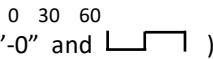
§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- 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.

Plan & Report Requirements for Preliminary Plat Development Applications



The following information may be utilized as a guide, but shall not be considered a complete list of required information. Since each development/project is different, the City of Scottsdale reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances, and approvals. The information contained within is not the requirements for final plan approval. Contact the Planning and Development Services Department for the Quality Submittal information.

- Additional information may be required depending on zoning district, development, Zoning Case (ZN), Use Permit (UP), Master Environmental Design Concept Plan (MEDCP), Building and Fire codes, and/or previous Development Review Board (DRB) stipulations.
- All plans shall be label and dated.
- All plans shall be on 24" x 36" paper
- All fonts shall be 12 point CAPITAL LETTERS unless otherwise indicated.
- All plans shall contain a written and bar scale on each plan sheet. (Example 1" = 30'-0" and )
- All plans shall contain the project name, design professional(s), and Owner.
- **The site plan shall contain the following information indicated with an "☒" under the project data. The information that is not marked may be required by the district and shall be provided as required.**

PRELIMINARY PLAT PLAN

- The Preliminary Plat Plan shall address all Zoning Ordinance requirements, ZN, and UP stipulations. The site plan shall match the civil plans, landscape plans, open space plan, Natural Area Open Space (NAOS) plan, and electrical site plan.
- The Preliminary Plat Plan shall be provided in accordance with the Design Standards and Policies Manual
- All required easement in accordance with the City of Scottsdale's requirements shall be shown.
- When Scenic Corridors, Buffered Setbacks, Desert Scenic Roadways Setback, and Vista Corridors are required, they shall be identified on the Preliminary Plat Plan. Scenic Corridors, Buffered Setbacks, Desert Scenic Roadways Setback shall be contained in a Scenic Corridors Easement, and Vista Corridors shall be contained with a Vista Corridor Easement.
- NAOS Easements that will be dedicated on the Final Plat shall be shown
- Boulder, boulder outcrops, unstable slopes, and protected peaks and ridges that are required to be preserved in accordance with the zoning ordinance shall be contained within NAOS Easement that will be dedicated on the Final Plan.
- Show the existing and proposed location of the fire hydrants on the preliminary plat
- Other: _____

BUILDING ENVELOPE EXHIBIT

(Environmentally Sensitive Land Overlay (ESL) area)

- The building envelope exhibit shall comply with the requirements of the Zoning Ordinance

2-PP-2020
3/5/2020

- The building envelope shall be dimensioned to each property line. Irregular shaped envelopes shall include multiple dimensions to the adjacent property lines; if multiple dimensions are not provided, the furthest distance from a property line will be utilized as the envelopes setback for the entire length from the adjacent property line.
- The allowable building envelope area shall be identified
- The design of the building envelopes shown on the exhibit shall take into account all requirements of the NAOS dedication, revegetation, and Naos setback requirements of the Design Standards and Policy Manual (DSPM).
- Boulder, boulder outcrops, unstable slopes, and protected peaks and ridges that are required to be preserved in accordance with the zoning ordinance shall be identified on the Building Envelopment Exhibits.
- Other: _____

SITE PLAN

(For Gate Houses and Gated Entries if Proposed as Part of the Development)

- Scale minimum 1"=40"
- North arrow
- Parcel Dimensions
- Dimension and label all right-of-ways, tracts, and easements
- Dimension from building(s) to each property line
- Indicate sidewalk locations, pavement types, and size
- Dimension between each structure/building
- Dimension parking aisle and stalls
- Label the NAOS easement
- Label and dimension the Scenic Corridor easement
- Show the location of the proposed trails
- Lowest finished floor for each building is labeled (may be provided on the civil plans)
- Perimeter wall(s) and screen wall(s) locations shall be shown graphical
- Show all right-of-way improvements (street, sidewalk, driveway, etc)
- Indicate location of above ground utility equipment and screening
- Provide a minimum of three top-of-curb elevations (large site will require more) on each adjacent street (may be provided on the civil plans)
- Fountains/water features shall be in conformance with section 49-242. All fountains require the approval of City of Scottsdale's Water Resource Department
- Sight visibility triangles (SVT), drawn pursuant to the DSPM, shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DSPM Figures 5.3-26 and 5.3-27 at intersections).
- Drive aisles and gated drive entrance(s) shall be dimensioned and comply with the DSPM and the City of Scottsdale's (COS) Supplements to MAG Specifications and Details.
- Show the location of the refuse enclosure. The refuse enclosure and design shall be in conformance with the C.O.S. Supplement to the MAG detail (the detail number shall be provided on the plan).
- For all development in the Downtown Area that has buildings with a façade width of two hundred (200) feet or greater, shall provide separate Site Plan that includes the Prevailing Setbacks for Buildings Adjacent to a Public Street as defined by the Downtown District "D" of Zoning Ordinance. The area utilized to calculate the Prevailing Setback shall be graphically shown, hatched, and dimensioned.
- Fire Department requirements. (see requirements at the end of this packet).
- Other: _____

2-PP-2020
3/5/2020

SITE DETAILS

- The site details may be provided on the site plan or a separate sheet.
 - When provided, screen wall, site wall, retaining walls, and site fencing elevation details shall be provided, call out colors and material finishes. The colors and materials shown shall match the color and material board.
 - Building colors and materials shall address the Zoning Ordinance requirements, and their locations shall be clearly indicated on the elevations.
 - Lot light pole details.
 - Other: _____

NAOS PLAN (ELS AREAS)

- When an NAOS plan is required, the following information indicated with an “” shall be provided on the NAOS plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.
- The NAOS plan and the Open Space Plan address different Zoning Ordinance requirements and are to not be combined in to one plan.
 - A slope analysis graphic shall be provided with the NAOS plan.
 - The slope analysis shall be sealed and signed by a Civil Engineer, Landscape Architect, or Surveyor Registered in Arizona.
 - The slope analysis graphic shall clearly identify all slope categories, as defined by the Zoning Ordinance, by hatching, separate colors, etc.
 - Based on the gross lot area, the slope analysis shall identify all slope category total square footage to the hundredth place. The chart shall be representative of the Section 6.1060 Table A.
 - Total NAOS area are required in sqft (show calculations based on the slope category), and the total area provided shall be identified on the plan.
 - The total allowable revegetated NAOS In sqft (show calculations) and the total provided revegetated NAOS areas shall be identified on the plan.
 - Each total calculated NASO area on the NAOS plan shall be separately identified, and each area’s individual square footage shall be identified to the hundredth place.
 - Each calculated area’s revegetated NAOS on the NAOS plan shall be separately identified, and each area’s individual square footage shall be identified to the hundredth place.
 - Each calculated area minimum square footage and width must meet the Zoning Ordinance requirements.
 - Sidewalks, drive aisles, rip rap, drainage structures, streets, paved path, and similar shall not be counted as NAOS.
 - NAOS that is to be dedicated adjacent to a wall shall be identified as revegetated NAOS for a width of 5’-0” and the length of the wall
 - NAOS that is to be dedicated adjacent to a driveway or parking lot shall be identified as revegetated NAOS for a minimum width of 5’-0” and the length of the driveway or parking lot.
 - NAOS that is to be dedicated over public utility, water line, and sewer line easements shall be identified as revegetated NAOS for a width and length of the easement within the NAOS easement.
 - NAOS that is to be dedicated over private utilities shall be identified as revegetated NAOS for a minimum width of 10’-0” and the length of the improvement within the NAOS easement. Additional area may be required based of the type and size of the improvements.
 - NAOS shall not be dedicated within 5’-0” of a building
 - NAOS dedicated within 10’-0” of a building shall be identified as revegetated NAOS
 - Application that propose to dedicate NAOS on lot at the time of lot development shall provide at table on the NAOS plan that includes the following column headings:

2-PP-2020
3/5/2020

- Lot number.
- Lot Area in square feet. (To be provided to the hundredth place.)
- Total NAOS to be dedicated on lot in square feet. (To be provided to the hundredth place.)
- Total Revegetated NAOS allow on lot in square feet (To be provided to the hundredth place.)
- Undisturbed NAOS dedicate on lot with the Final Plat in square feet. (To be provided to the hundredth place.)
- Revegetated NAOS dedicate on lot with the Final Plat in square feet. (To be provided to the hundredth place.)

The table shall also include the following rows:

- Total all of the columns except the lot number column.
- Provide the total NAOS required without amended development standards
- Provide the total NAOS provided in order to obtain the amended development standards; only if the application is requesting amended development standards.
- Provide the total revegetated NAOS allowed

Other: _____

GATE HOUSE ELEVATIONS (IF PART OF THE DEVELOPMENT)

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

ELECTRICAL SITE PLAN

- The following information indicated with an “☒” shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.
 - The electrical site plan shall address the Zoning Ordinance, ZN, and UP stipulations regarding onsite lighting
 - The electrical site plan shall match the architectural site plan, and shall provide a light fixture schedule.
 - All exterior lighting shall be identified on this plan.
 - The locations of the light poles shall not be located in the parking stall overhang.
 - All exterior lights shall include an identifier (symbol or letter, ex. ⊖ or SA) that shall be cross-referenced to the light schedule and photometrics.
 - Landscape lighting is considered on site lightning and shall be identified on the Plans. Landscape lighting maybe shown on a separate plan sheet.
 - Other: _____

2-PP-2020
3/5/2020

EXTERIOR ON SITE LIGHTING DETAILS

- All exterior lighting manufacture cut sheets shall address the Zoning Ordinance, ZN, and UP stipulations. All cut sheet information shall be legible. Information that is not legible shall not be accepted. (State law prohibits Mercury Vapor Lighting.)
- The manufacture fixture cut-sheets for each exterior fixture utilizes shall be provided on a separate full size plan sheet. 8 1/2" x 11" separate sheets will not be accepted. All cut-sheet must be legible, illegible information will not be accepted. The manufacture cut-sheets must indicate the:
 - Light fixture manufacture number
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons if utilize
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve
- Up-lighting, if proposed, must be identified at the time of the DRB application. (State law prohibits the use of High Intensity Discharge up-lights over 70 watts.)

SUBMITTAL REQUIREMENTS:

EXTERIOR LIGHTING DETAILS

- All exterior fixture lighting manufacture cut sheets (to be provided on 24"x36" paper). Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.)
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons if utilize
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve

PHOTOMETRICS

- Photometric plans shall be provided for the entire site addressing Zoning Ordinance, ZN, UP, DRB, Design Guidelines, and Staff Policy for Site Lighting. Additional information may be required by staff after they have evaluated the design.
- There is a minimum of two photometric studies required for each project. They are (1) the horizontal illuminance on the site, and (2) the vertical light trespass around the perimeter of the site. Each plan requires the following information:
 - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grip point symbols (example: *), shall have a maximum spacing of 10'-0" between each point across the entire site, and 10'-0" past the property line. The vertical photometric plan grid point shall be provided only along the property line with a maximum spacing of 10'-0" between each point.
 - A foot-candle reading shall also be provided under at least one of each light fixture type. **2-PP-2020**

3/5/2020

- The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
 - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
 - The plan shall identify the total maintenance (light loss) factor utilized.
- The maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.

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

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

LANDSCAPE PLAN

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

Plant Palette:

- The landscape plans shall contain an over plant palette.
 - ☒ Each plant type shall be identified by its common and botanical name
 - ☒ Each plant type including salvage plant material shall have its own individual symbol. (When the same plant is utilized in multiple sizes, each size shall be identified separately.)
 - ☒ All plants shall be assigned a planting size.
 - ☒ Trees over 15 gallons shall be identified by the trunk caliper size.
 - ☐ Turf shall be identified by the total square footage (sqft) provided.
 - ☐ All plants utilized in the right-of-way shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list. All plant material utilized in the right-of-way Environmental Sensitive Lands (ESL) areas shall be on the ADWR and ESL Overlay plant lists. 3/5/2020

- All plants utilized on site shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list.
- If water-intensive plants (any plant not on the ADWR) are utilized, the maximum allowable square feet (sqft) shall be indicated adjacent to the plant list, pursuant to the City of Scottsdale City Code Section 49-245, 49-246, and 49-247 (show the calculation). The total growth area in sq ft of the water intensive plants shall be provided.
- All plant palettes in the ESL overlay zoning shall utilize plants from the City of Scottsdale's ESL Overlay Plant List.
- Hydro-seed mixtures shall be identified separately from the plant list. Each plant in the Hydro-seed mixture shall be identified by its common and botanical name. Depending on the location in the city, the mixture may be required to be selected from the ESL Overlay plant list.
- When water-intensive plants are utilized, the total landscape water usage shall be provided on the plans. The maximum water usage for the entire development shall not exceed 10 acre-feet per year. If usage exceeds this amount, written approval must be obtained from the City of Scottsdale's Water Resource Department (SWRD).

Landscape Planting Plan

- Show the location of all plants to be planted in accordance with the Zoning Ordinance and any landscaping to remain.
- Hydro-seed area shall be clearly indicated on the plans by hatching, etc. The maximum separation of planted plants in a hydro-seed area is 10 feet.
- Scenic Corridors shall be maintained and/or revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines.
- Medians landscaping shall be provided in accordance with the DS&PM.
- All easements shall be shown and labeled.
- All NAOS areas, natural and revegetated shall be shown and labeled.
- Trees shall not be planted in the Public utility Easements(s).
- All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
- Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections).
- Multi-truck trees shall not be provided in the SVT.
- Trees shall not be planted within 7'-0" of a public water line and/or sewer line.
- Boulders are considered fixed objects and shall not be placed within the roadside clear zone. Refer to DS&PM for placement criteria.
- Other: _____

CIVIL GRADING AND DRAINAGE PLAN

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

DRAINAGE REPORT

- The drainage report shall be prepared in accordance with the DS&PM requirements.

FIRE DEPARTMENT REQUIREMENTS

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

- Show the proposed and existing fire hydrate locations on the site plan.

2-PP-2020
3/5/2020

-
- A Knox and strobe access system shall be provided for all gates. The location is to be shown on the site plan.
 - Two points of fire department access shall be provided unless otherwise determined by the Fire Department. These locations shall be shown on the site plan and shall address all Fire Ordinance requirements.
 - There shall be no parking within a fire lane. Fire lane shall be indicated on the site plan.
 - A minimum cross section for two-way traffic for drive aisle without parking adjacent shall be 20-feet. When parking is provided adjacent to the drive aisle, additional width requirements are required.
 - The minimum street cross section for one-way traffic shall be 20-feet in width from the face of curb to the face of curb.
 - The gate opening for gated entries shall be a minimum of 20-feet.
 - Looped water systems shall be provided on site as required by the Fire Ordinance.
 - Other: _____

2-PP-2020
3/5/2020

Preliminary Plat Checklist

Submittal Requirements



The listed items are required for all Preliminary Plat submittals.

General Information:

The following information should be utilized as a guide but shall not be considered a complete list of required information. Since each subdivision/project is different, the City of Scottsdale reserves the right to request additional information to ensure the project follows all City requirements, codes, ordinances, policies, and approvals.

1. Additional information may be required depending on zoning district, Development Agreement, Zoning Case (ZN), Use Permit (UP), Master Design Concept Plan (MDCP), Building and Fire codes, previous Development Review Board (DRB) stipulations, and/or the Design Standards & Policy Manual (DSPM).
2. All fonts shall be 12-point unless otherwise indicated.
3. All plats shall contain a written and bar scale on each sheet. The scale range shall be professionally accepted (i.e. 1" = 10', 1" = 20', 1" = 30', etc.) and shall not be greater than 1" = 100'.
4. The plat shall be plotted to produce an overall drawing measuring 24"x36".

All Sheets:

1. Note the plat as a "Preliminary Plat."
2. Provide a north arrow (oriented either to the top or right of the sheet), scale, date of preparation, and date of revision.
3. Provide a key map if the plat consists of multiple pages.
4. Provide the seal and signature of the person or firm preparing the plat.
5. Identify current zoning of adjacent properties not subject to the plat.
6. Check to insure all lots are numbered in consecutive order with the last lot number circled.
7. Check to insure all tracts are lettered in consecutive order. All areas within the plat boundary not occupied by lots or public streets shall be shown as a tract.
8. Check to insure all widths/distances/curves are shown for all line work.
9. Label all streets with the correct and approved street names.

Cover Sheet:

1. Identify the proposed name of the subdivision.
2. Identify the location of the subdivision as defined by section, township, range, meridian, city, county, and state.
3. Provide the name, address, and phone number of the property owner of record.
4. Provide the name, address, and phone number of the developer.
5. Provide the name, address, and phone number of the person or firm preparing the plat.
6. Provide a legend that clearly identifies all symbols and acronyms being used within plat.
7. Provide a legal description of the property involved, including Maricopa County record references if the property overlays a previously recorded plat.
8. Identify the City of Scottsdale case number applicable to the plat along the right-hand edge of the sheet.
9. Provide a vicinity or site location map with north arrow, scale, site location, and existing points of reference.

Planning and Development Services

2-PP-2020

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov 8/5/2020

Preliminary Plat Checklist Submittal Requirements

10. Provide a land use data table identifying:
 - a. Gross and net acreage;
 - b. Current (or proposed) zoning;
 - c. Current (or proposed) General Plan classification;
 - d. Percentage of total acreage in each zoning district (if multiple districts exist on the property);
 - e. Total number of dwelling units (residential only);
 - f. Minimum setbacks of the current (or proposed) zoning district;
 - g. Lot coverage required and proposed; and,
 - h. Open space/landscape area, acreage and percentage of total area.
11. Provide a tract use table identifying proposed tract use, acreage, and ownership.
12. Provide a typical lot exhibit with minimum dimensions and easements identified.
13. Provide the basis of bearing.
14. Identify elevations based upon NVAD 1988 datum, and meeting FEMA Benchmark Maintenance (BMM) criteria.
15. Provide perimeter traverse data for the entire subdivision boundary. Tangents must have bearings and distances; curves must have radii, delta angles, chord bearing and distance, and curve lengths; and, non-tangent curves must have radial bearings.

Existing Conditions Sheet:

1. Show city limits, when they are adjacent to or near (within 150') the subdivision boundary.
2. Show existing on-site and off-site (within 150' of the subdivision boundary) property lines and tracts to include name, book, and page number of any recorded subdivision or Map of Dedication.
3. Show the location and size of existing on-site and off-site (within 150' of the subdivision boundary) easements, rights-of-way (private and public), and man-made structures.
4. Show and note any existing rights-of-way that are to be abandoned and/or existing easements that are to be released.
5. Show existing on-site and off-site (within 150' of the subdivision boundary) improvements, including:
 - a. Sidewalks, multi-use paths and trails, sidewalk ramps;
 - b. Driveways, pavement, curbs, gutters, traffic signal equipment;
 - c. Buildings, structures, fences, wells, lakes, ditches, powerlines, trees, or other significant structures/objects and natural features;
 - d. Sizes and types of existing utilities with dimensional ties to the street centerlines; and,
 - e. Water wells and their Arizona Department of Water Resources registration number. Note if the well is not registered.
6. Show existing topography on-site and off-site (within 150' of the subdivision boundary) with contours at the following minimum intervals:
 - a. 1' intervals for subdivisions outside of the geographic part of the city planned for the Environmentally Sensitive Lands (ESL) zoning overlay;
 - b. 2' intervals for subdivisions within the ESL zoning overlay;
 - c. 2' intervals for subdivisions within the Hillside District (HP) zoning overlay; and,
 - d. 10' intervals for subdivisions within the Hillside Conservation easement boundary.Spot elevations may be used when the topography cannot be clearly defined by contours. More refined intervals (e.g. 1' intervals within either the ESL or HD zoning overlays) may be used when approved by staff.

Preliminary Plat Sheets:

1. Streets/Access/Transportation:

- a. Identify proposed streets (public and private), access easements, non-access easements, and driveways. Private streets will be dedicated within tracts.
- b. Identify proposed right-of-way dedications, releases, and abandonments.
- c. Identify curve radii for all right-of-way at the bubbles and cul-de-sacs, and on street monumentation line.
- d. Identify all existing on-site and off-site (within 250' of the subdivision boundary) street and driveway intersections.
- e. Provide full and partial dimensioned street cross sections showing right-of-way including type of curb and gutter, and sidewalk or shoulders.
- f. Identify proposed multi-use and pedestrian trails and paths, with appropriate easements. Note if subdivision is within the Scottsdale Airport Influence Area. If so, identify the appropriate aviation easement over the property.

2. Utilities (sewer and water)/Fire:

- a. Show existing fire hydrants within 150' of the subdivision.
- b. Show proposed fire hydrants.
- c. Identify (sizes and types of pipes) all existing and proposed water lines including valves, meter vaults, Pressure Reducing Valves (PRVs), service lines, and meters.
- d. Identify (sizes, types of pipes, and flow arrows) all existing and proposed sewer lines including grades, manhole locations, cleanouts, slopes, and depths.
- e. Show proposed method of sewage disposal.
- f. Identify all proposed Water + Sewer Facility (WSF) and Public Utility (PU) easements.

3. Stormwater:

- a. Identify the location, extent, and frequency of areas subject to inundation.
- b. Identify areas that are within the FEMA 100-year flood zones.
- c. Identify street drainage pattern and direction by arrows and indicate those points where concentrated flow is added or removed from the street.
- d. Indicate by arrows the location, direction, and amount of flow of all-natural washes and existing or planned man-made drainage channels that flow through, are adjacent to, or begin within the subdivision.
- e. Identify areas used for surface drainage, storm drainage retention, or detention. Sufficient dimensions and other information must be provided to describe the size of the area, the approximate depth, and the slope of the sides.
- f. Identify all proposed Drainage and Flood Control (DFC) easements.

4. Phasing Plan, if proposed:

- a. Identify proposed phasing, which will be used for permitting and construction.
- b. Phasing must:
 - i. Maintain dual access;
 - ii. Loop the water system;
 - iii. Stub the sewer system to accommodate future phases; and,
 - iv. Provide for temporary turnarounds in compliance with the cul-de-sac requirements of the DSPM.

5. Planning

- a. Provide a table of lots and tracts indicating area of each lot/tract, total number of lots/tracts, total area of subdivision, and corresponding zoning for each lot/tract.
- b. Identify minimum lot width and minimum setbacks for all irregular lots.
- c. For subdivisions with amended development standards approved through a separate Zoning case approval or requested as part of the Preliminary Plat case approval, prepare a building envelope exhibit that identifies the typical maximum building envelope containing minimum building setbacks and maximum lot coverage permitted.
- d. Provide an open space exhibit identifying the location and sizes of designated private common areas, landscaped areas, and entry features.

Project Narrative

Development Review Board

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

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

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

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

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

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

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

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

□ **Mechanical and Utility Equipment**

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

□ **Downtown Area**

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

- Demonstrates conformance with the Downtown Plan Urban Design & Architectural Guidelines;
- Incorporates urban and architectural design that address human scale and incorporates a pedestrian-oriented environment at the street level;
- Reflects contemporary and historic interpretations of Sonoran Desert architectural traditions, by subdividing the overall massing into smaller elements, expressing small scale details, and recessing fenestrations;
- Reflects the design features and materials of the urban neighborhoods in which the development is located; and
- Integrates building mass, height, materials, and intensity transitions between adjacent/abutting Type 1 and Type 2 Areas, and adjacent/abutting Type 2 Areas and existing development outside the Downtown Area.

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

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

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

Development Review Board Criteria

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

- A. In considering any application for development, the Development Review Board shall be guided by the following criteria:
1. The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards, Design Standards and Policies Manual, master plans, character plan and General Plan.
 2. The architectural character, landscaping and site design of the proposed development shall:
 - a. Promote a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;
 - b. Avoid excessive variety and monotonous repetition;
 - c. Recognize the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;
 - d. Conform to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and
 - e. Incorporate unique or characteristic architectural features, including building height, size, shape, color, texture, setback or architectural details, in the Historic Property Overlay District.
 3. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas and pedestrian ways shall be so designed as to promote safety and convenience.
 4. If provided, mechanical equipment, appurtenances and utilities, and their associated screening shall be integral to the building design.
 5. Within the Downtown Area, building and site design shall:
 - a. Demonstrate conformance with the Downtown Plan Urban Design & Architectural Guidelines;
 - b. Incorporate urban and architectural design that address human scale and incorporate pedestrian-oriented environment at the street level;
 - c. Reflect contemporary and historic interpretations of Sonoran Desert architectural traditions, by subdividing the overall massing into smaller elements, expressing small scale details, and recessing fenestrations;
 - d. Reflect the design features and materials of the urban neighborhoods in which the development is located; and
 - e. Address building mass, height, materials, and intensity transitions between adjacent/abutting Type 1 and Type 2 Areas, and adjacent/abutting Type 2 Areas and existing development outside the Downtown Area.
 6. The location of artwork provided in accordance with the Cultural Improvement Program or Public Art Program shall address the following criteria:
 - a. Accessibility to the public;
 - b. Location near pedestrian circulation routes consistent with existing or future development or natural features;
 - c. Location near the primary pedestrian or vehicular entrance of a development;
 - d. Location in conformance with the Design Standards and Policies Manual for locations affecting existing utilities, public utility easements, and vehicular sight distance requirements; and
 - e. Location in conformance to standards for public safety.
- B. The burden is on the applicant to address all applicable criteria in this section.

Example of Amended Development Standards Submittal Requirements



AMENDED DEVELOPMENT STANDARDS FOR

SUBDIVISION NAME, CASE _____ -PP- _____

Modifications are made in Changes are shown in **BOLD CAPS** and ~~strike throughs~~.

Sec. 5.030. R1-70 SINGLE-FAMILY RESIDENTIAL DISTRICT.

Sec. 5.031. Purpose.

This district is intended to promote and preserve residential development. Large lots are required to maintain low density of population. The principle land use is single-family dwellings and uses incidental or accessory thereto together with required recreational, religious, and educational facilities.

Sec. 5.032. Use regulations.

- A. Permitted uses. Buildings, structures or premises shall be used and buildings and structures shall hereafter be erected, altered, or enlarged only for the following uses:

Any use permitted in the (R1-190) single-family residential district. (See section 5.012A)

- B. Uses subject to conditional use permit. Any use permitted by conditional use permit in the (R1-190) single-family residential district (see section 5.012B).

Sec. 5.033. Approval required.

Prior to development of any municipal use, or any use requiring a conditional use permit, Development Review Board approval shall be obtained as outlined in article I, section 1.900 hereof.

Sec. 5.034. Property development standards

The following property development standards shall apply to all land and buildings in the R1-70 district:

A. Lot area.

- Each lot shall have a minimum lot area of not less than ~~seventy thousand (70,000)~~ **SIXTY THOUSAND (60,000)** square feet.
- If a parcel of land or a lot of record in separate ownership has less width or area than herein required and has been lawfully established and recorded prior to the date of the passage of this ordinance, such lot may be used for any purpose permitted in this section.

B. Lot dimensions

Width. All lots **EXCEPT FLAG LOTS** shall have a minimum width of ~~two hundred and fifty (250)~~ **ONE HUNDRED AND EIGHTY-SEVEN AND ONE-HALF (187.5) FEET. FLAG LOTS SHALL HAVE A MINIMUM WIDTH OF TWENTY (20) FEET.**

C. Density. There shall be not more than one (1) single-family dwelling unit on any one (1) lot.

Planning and Development Services

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

Example of Amended Development Standards Submittal Requirements



- D. Building height. No building shall exceed ~~thirty (30)~~ **TWENTY-FOUR (24)** feet in height, except as otherwise provided in article VII.
- E. Yards.
1. Front Yard.
 - a. There shall be a front yard having a depth of not less than ~~sixty (60)~~ **FOURTY-FIVE (45)** feet.
 - b. Where lots have a double frontage on two (2) streets, the required front yard of ~~sixty (60)~~ **FOURTY-FIVE (45)** feet shall be provided on both streets.
 - c. On a corner lot, the required front yard of ~~sixty (60)~~ **FOURTY-FIVE (45)** feet shall be provided on each street. No accessory buildings shall be constructed in a front yard. Exception: On a corner lot which does not abut a key lot or an alley adjacent to a key lot, accessory buildings may be constructed in the yard facing the side street.
 2. Side Yard. There shall be a side yard of not less than ~~thirty (30)~~ **TWENTY-TWO AND ONE-HALF (22.5)** feet on each side of a building.
 3. Rear Yard. There shall be a rear yard having a depth of not less than ~~sixty (60)~~ **FOURTY-FIVE (45)** feet.
 4. Other requirements and exceptions as specified in article VII.
- F. Distance between buildings.
1. There shall be not less than ten (10) feet between an accessory building and main building.
 2. The minimum distance between main buildings on adjacent lots shall be not less than ~~sixty (60)~~ **FOURTY-FIVE (45)** feet.
- G. Buildings, walls, fences and landscaping.
1. Eight-foot walls, fences, and hedges are allowed on the property line or within the required side and rear yard. Walls, fences, and hedges up to twelve (12) feet are allowed subject to a twenty-foot setback from the side and rear property line. Walls, fences and hedges shall not exceed three (3) feet in height on the front property line or within the required front yard, except as provided in article VII. The height of the wall or fence is measured from the inside of the enclosure. Exception: Where a corner lot does abut a key lot or an alley adjacent to a key lot, the height of walls, fences and hedges in the yard facing the side street need only conform to the side yard requirements.
 2. A minimum of five (5) percent of all parking lot area shall be landscaped as determined by use permit. All landscaped areas shall be maintained by city standards
- H. Access. All lots shall have vehicular access on a dedicated street, unless a secondary means of permanent vehicular access has not been approve on a subdivision plat.
- I. Corral. Corral not to exceed six (6) feet in height shall be permitted on the property line or within the required front, side or rear yard.

Sec. 5.035. Off-street parking.

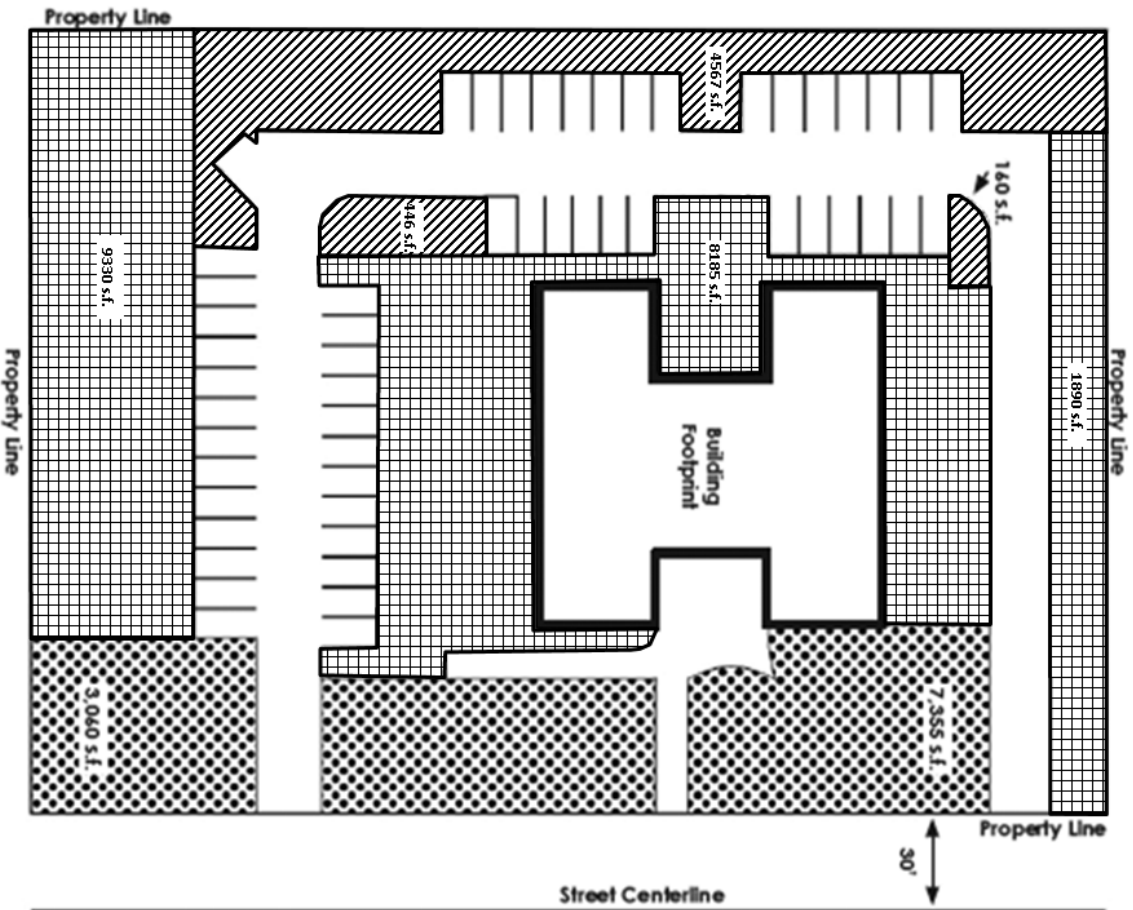
The provisions of article IX shall apply.

Sec. 5.036. Signs.

Open Space Plan (Site Plan Worksheet)

Sample

2-PP-2020
3/5/20



Project Data Zoning: I-1
Net Lot Area: 79,008 s.f.
Building Height: 22'

(SEE ZONING ORDINANCE FOR ZONING DISTRICT REQUIREMENTS)




Open Space Calculations

Required Open Space:
maximum building height = 22' proposed (36' allowed)
first 12' of height = 10% x net lot area
= .10 x 79,008 = 7,900.8 s.f.
next 10' of height = 10' x .004 x 79,008 = 3,160.32 s.f.

Open Space Required (not including parking lot landscaping)
= 7,900.8 + 3,160.32 = 11,061.12 s.f. (14%)
Open Space Provided = 27,668 s.f.

Parking Lot Landscaping Required
parking lot area x 15%
18,037 s.f. x .15 = 2,706 s.f.
Parking Lot Landscape Provided = 5,596 s.f.

NOTE: PARKING LOT LANDSCAPING REQUIREMENTS IN ADDITION TO REQUIRED OPEN SPACE

-  Denotes Front Open Space
10,927 s.f. total
-  Denotes Open Space other than Frontal Open Space
15,982 s.f. total
-  Denotes Parking Lot Landscaping
5,595 s.f. total

NOTE: COLORS MAY BE SUBSTITUTED FOR PATTERNS

Development Application

Transportation Impact and Mitigation Analysis Submittal Information



Purpose:

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

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

Category 1 Study:

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

Category 2 Study:

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

Category 3 Study:

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

Development Application

Drainage Submittal Information



Purpose:

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

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

Planning and Development Services

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

2-PP-2020
3/5/2020

Native Plant Submittal Requirements



This information pertains to submittals made for native plant permit with the exception of a single-family custom home. Submittals must be complete and submitted at the One Stop Shop for review and approval.

Sec. 7.500. Native Plant Materials.

1. Native Plant narrative and Application Form.
2. Three (3) copies of the site plan aerial with plat overlay indicating the location by tag number of each plant, which is required to be protected by the Native Plant Ordinance.
3. Three (3) copies of the plant inventory performed by a salvage contractor*, (which corresponds to the tag number on the site plan) indicating the following:
 - a) plant type
 - b) Plant size in caliper inches
 - c) Plant salvage ability*
 - d) Whether the plant will remain in place, be moved to another location, or be destroyed**
4. Plant nursery location
5. Copy of vicinity map indicating the location of the project.
6. Copy of Natural Area Open Space exhibit if applicable for the site.
7. Notice when plant materials have been tagged in the field for City staff review with the following:
 - a) Plastic tape to correspond to the determinations made in 3.d.above:
 - White tape - remain in place
 - Red tape - moved to another location
 - Blue tape - destroyed
 - b) Tag numbers that correspond to the site plan and to the plant inventory
 - c) Tag number is to be transferred to the side of the box when side boxing is completed
8. Letter of Authorization from the property owner identifying the salvage contractor* for the project and verifying that all plants are to be re-planted on site.
9. A copy of the form notifying the Arizona Department of Agriculture, Native Plant section at 602-542-4373, of the Notice of Intent to Clear Land.

**Any plant that is determined to be unsalvageable must have an explanation of the present status of the plant material

**Any plant that is destroyed must have an explanation detailing why the plant cannot remain in place or be moved

*Salvage contractor must be listed on the "Native Plant Salvage Contractor's With Acceptable methodologies on File with the City of Scottsdale's list.

Section 404 Certification Form



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

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

Certification of Section 404 Permit Status:

Owner's Name: _____ Phone No.: _____

Project Name/Description: _____ Case No.: _____

Project Location/Address: _____

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

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

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

or

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

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

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

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

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

I certify that the above statement is true.

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

Date

Title/ Company

Planning and Development Services

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

2-PP-2020

3/5/2020



City of Scottsdale Cash Transmittal

123052

**** DUPLICATE ****

123052
23 01284101
3/5/2020 PLN-1STOP
CHALDONADQHP600G5014
3/5/2020 3:37 PM
DUPLICATE

Received From :

MARK HANCOCK DEVELOPMENT CORP
6607 N SCOTTSDALE RD STE H-100
SCOTTSDALE, AZ 85250
480-367-4300

Bill To :

CAMELOT ASSET ONE LLC
6607 N SCOTTSDALE RD H 100
SCOTTSDALE, AZ 85250
480-367-4316

Reference # 2-PP-2020

Address E HAPPY VALLEY RD

Subdivision

Marketing Name

MCR

APN 217-06-001F,001E,001

Owner Information

HARBOUR LIGHTS HOLDING COMPANY INC
9010 STRASA STELL CRT STE 205
NAPLES, FL 34109
239-254-2420

Lot Number

Metes/Bounds No

Gross Lot Area 0

NAOS Lot Area 0

Net Lot Area 0

Number of Units 1

Density

Issued Date 3/5/2020

Paid Date 3/5/2020

Payment Type CHECK

Cost Center

Jurisdiction SCOTTSDALE

Water Zone

Water Type

Sewer Type

Meter Size

QS 00-00

Code	Description	Additional	Qty	Amount	Account Number
3150	PRELIMINARY PLAT FEES		1	\$3,120.00	100-21300-44221

SIGNED BY RYAN BENSCOTER ON 3/5/2020

Total Amount

\$3,120.00

(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 # 123052